

SPORTS MANAGEMENT INTERNSHIP

Overview

The Sports Management Internship position will be performing under the supervision of all of the managers of the facility. This internship experience will give the intern direct and hands-on experience in managing a sports and events facility. The intern will be given the opportunity to assist all areas of Legends Facility including facility operations, event operations, guest services, food & beverage, strategic marketing, and sports programming.

Education & Experience:

- Current student or recent in pursuit of a degree related to, but not limited to: Sports Management, Event Management, Hospitality & Tourism, Communications, Business, Marketing, etc.
- Interest in Sporting Events, Sports Tourism, Tournament Operations, Community Engagement, Event Planning
- Working Knowledge of Microsoft Word, Excel, Canva

Essential Duties & Responsibilities:

Responsibilities include, but are not limited to:

- Assist with each area of the sports facility
- Interact with customers
- Inventory tracking
- Setting up/tearing down events and tournaments
- Assisting in the up-keep of the facility
- Learning each area of managing a sports facility and producing new ideas to enhance the facility

Skills & Abilities:

- Demonstrate strong communication and intrapersonal skills
- Detail-oriented observation and task execution
- Problem solving and adaptability
- Knowledge of sports rules and regulations
- Marketing and promotion
- Leadership potential

Physical Requirements:

- Standing and/or walking for long periods of time
- Carrying and lifting heavy objects up to 75lbs
- Physically setting up and tearing down tournaments and events
- Laying 6ftx3ft carpet squares
- Pushing heavy table and chair carts around the facility

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Schedule Overview

Interns must be able and willing to work a variety of mornings, evenings, weekdays, and weekends. Throughout the week interns will be working alongside each Manager in their respected area. The weekends will be spent executing the management and operations of tournaments and events. Schedule can be adjusted based on school schedule and credit hours needed. This will be a 12 week program with 25+ hours during the weekdays and 12+ hours on the weekends.

Internship Timeline

- **Week 1-2 (Facility Operations):** 2 weeks spent working alongside the facility operations team. This will include the care of the hardwood floor and the maintenance of the entire facility. Other tasks will include managing inventory and daily sporting event setup. During these first two weeks interns will also be given cash handling training and a food handlers class.
- **Week 3 (Guest Services):** 1 week spent learning the importance of our guest services team. This will include being the first point of contact when people enter the facility, answering calls, cash handling, and communicating with customers on a day-to-day basis. The intern will also have the opportunity to learn about our FEC component of the facility, which includes the gaming arena and e-sports.
- **Week 4-5 (Food & Beverage):** 2 weeks spent learning all aspects of the food & beverage aspect of the facility. During this time interns will see how important this piece of the puzzle is. Interns will experience how the concessions works from start to finish, how inventory is taken and tracked, and how the bar aspect of works in relation to food and beverage.
- **Week 6-7 (Marketing & Sponsorships):** 2 weeks learning all aspects marketing and sponsorships. Marketing is a integral part of our facility and the perception of our facility. During this timespan you will work closely with our Director of Marketing and Business Development to formulate marketing plans for the 3 month, 6 month, and 12 month time spans that cover our tournaments, community open play outreach, camp and clinic outreach, and the development of advertisement revenue.
- **Week 8-9 (Event Operations):** 2 weeks spent working alongside the events team. During this time the intern will learn the ins and outs of planning and executing and event from start to finish. This will include sitting in on meetings with clients, building an event operating details, creating layouts, setting up for the event, event support, and any other additional tasks the Events Manager request.
- **Week 10-12 (Targeted Path/Sports Programming):** The intern will spend three weeks under their targeted path choice, this includes any of the previous tracks. The last field is the sports programming field. During the interns time with this team they will learn local programming operations, tournament operations, event operations, league coordination, and any other tasks given out by the Sports Director.

