

## 2010 Indianapolis Indians Internship Program

- BACKGROUND:** The Indianapolis Indians are a professional Triple-A baseball club affiliated with the Pittsburgh Pirates. The Indians play their home games at Victory Field in downtown Indianapolis, a 14,500-seat ballpark that has received numerous local and national accolades. Since its opening in July of 1996, the ballpark has hosted over 8 million fans for Indians games, an average of over 8,200 fans per game. Victory Field features 28 luxury suites, five suite-level party areas, and two large picnic areas.
- POSITIONS:** Community Relations (1)  
Media Relations (1)  
Merchandising (1)  
Operations (1)  
Promotions (1)  
Ticket Services (3)
- SKILLS:** Strong written and verbal communication skills.  
Ability to multi-task in a fast-pace and stressful environment.  
Comfortable providing excellent customer service skills.  
Proficient with Microsoft Office software.  
Ability to work up to 14 hours per day and up to 100 hours per week.
- TIME FRAME:** Resumes are accepted through November 20, 2009. Interviews will be scheduled no later than December 4, 2009. Positions still available after December 4, 2009 will be posted at 2009 Baseball Winter Meetings PBEO Job Fair, which will be held in/around the 500 Ballroom in the Indiana Convention Center in Indianapolis, IN, from December 6 – 9. For more information on the 2009 PBEO Job Fair visit PBEO.com.
- DATES:** January 18, 2010 – September 15, 2010
- HOURS:** **Full Time Internship**; 40+ hours per week in addition to all home games
- SALARY:** \$700/month plus housing

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Indianapolis Indians  
Victory Field  
501 West Maryland Street  
Indianapolis, IN 46225  
Contact: Julie Fischer, Office Manager

International League (Triple-A)  
(317) 269-3542 Phone  
(317) 269-3541 Fax  
jobs@IndyIndians.com

### COMMUNITY RELATIONS (1)

Oversee elements of various community based initiatives including Tickets for Troops, BackPack Attack, and the Pinch Hitter Program. Respond to all requests for donations and charitable partnerships. Schedule players for outside appearances. Schedule and execute awareness nights for charitable partners. Assist in pre-game ceremonies and on field promotions. Escort mascot at outside appearances including weekends. Perform as team mascot at outside events and some games, as needed. Assist the Community Relations Manager with other projects and miscellaneous marketing activities. Spanish language fluency (written and spoken) preferred. Also includes the sale of daily game tickets. Tarp pull and other duties as assigned. Must have clean driving record.

### MEDIA RELATIONS (1)

Assist the Media Relations Manager and the Director of Marketing. The candidate will contribute to the Indians media guide and souvenir game program, compile daily game notes, write post-game recaps, prepare press releases, produce media credentials, fill media inquiries and assist with interview requests. The individual will also be responsible for updating IndyIndians.com. Game coverage will include all home games and selected road games. A strong emphasis will be placed on writing and communication skills. Experience with Adobe InDesign, Adobe Photoshop, Microsoft Word, Microsoft Excel, Web site publishing and basic HTML is preferred. Also includes the sale of daily game tickets. Tarp pull and other duties as assigned.

### MERCHANDISING (1)

Assist the Director of Merchandising. Primary responsibilities include managing a large permanent souvenir stand, performing inventory audits, assessing the success of items, and assisting with the ordering of new merchandise. Additional responsibilities include inspection of new merchandise, warehousing of merchandise in storage rooms, data entry of shipments into inventory system, assistance in preparation of all points of sale as needed, and management of game day staff. Must have the ability to work in a fast paced environment while providing excellent customer service. Attention to detail and strong organizational skills are also required. Also includes the sale of daily game tickets. Tarp pull and other duties as assigned.

OPERATIONS (1) Assist the Operations Department. Primary responsibilities include preparing cash & credit card deposits, processing and recording purchase orders, accounts payable/receivable, using Peachtree accounting software, printing invoices, and balancing cash from various departments within the organization. Honesty, accuracy and attention to detail is very important. Assist in the preparation of the stadium for each event. Support Stadium Operations Manager with janitorial employees, stadium inventories, stadium cleanup, clubhouse operations, and stadium rentals. Also includes the sale of daily game tickets. Tarp pull and other duties as assigned.

### PROMOTIONS (1)

Arrange for promotional opportunities outside Victory Field. Schedule 7<sup>th</sup> inning stretch and National Anthem performers. Escort mascot at outside appearances including weekends. Assist in player appearances. Schedule and provide tours for Victory Field. Help direct part-time promotions team. Assist hired entertainment acts. Perform as team mascot at outside events and some games, as needed. Assist in execution of promotions during home games. Assist the Community Relations Manager with other projects and miscellaneous marketing activities. Spanish language fluency (written and spoken) preferred. Also includes the sale of daily game tickets. Tarp pull and other duties as assigned. Must have clean driving record.

TICKET SERVICES (3)

Assist the Ticket & Premium Services Manager and Ticket Services Manager with all operations related to the ticket department. Primary Responsibilities include servicing full season, mini-season, and group ticket accounts, as well as executing daily game ticket sales. Provide a strong support system for ticket sales department with the opportunity to execute inside and outside sales. Ticket Services Interns will be assigned various programs throughout the season to individualize and continue growth; they will also be expected to extend excellent customer service to all Indians customers. Ticket Interns are required to handle and be responsible for balancing money on a daily basis. Tarp pull and other duties as assigned.