



Events Internship (2 interns needed)

The San Rafael Pacifics are committed to being a positive community asset and have made it a priority to support local organizations, create strong partnerships, and make every interaction and experience with the Pacifics a meaningful one. The Pacifics Front Office is the backbone of the organization and could not exist without the hard work and commitment of our interns. Just like our relationships with the community, we strive to create a solid and meaningful, yet fun internship program. A Pacifics intern should expect to work very long hours, up to six days a week on during a home stand.

Responsibilities in Office and Game Day:

Office:

- Responding to all event inquiries to complete "Event Logisitcs" form
- Pre-event coordination and purchasing of needed supplies, promotional materials, and giveaways
- Confirmation of guest attendance and food/drink orders with client and game tickets
- Coordination of food and drink with Jane (concessions)
- Preparing, gathering, and delivering supplies to the ballpark
- Working with photographer to arrange photos – Other tasks as directed

Game Day:

- Responsible for the pick up of event materials
- Responsible for creating and communicating the game day party schedule to all members of operations
- Set up and breakdown of events prior to game time
- Mascot and player scheduling

Requirements:

- Ability to work well independently and in a team environment
- Critical thinking and patience
- Strong written and oral communication skills
- Must have knowledge of basic Microsoft Office programs
- Exceptional work ethic, personal accountability, and strong time management skills.
- Strong organizational skills: Must be able to multi – task effectively
- Ability to think outside the box about ways to improve our brand
- Experience or strong desire to learn event management and development

Compensation:

- This is an unpaid internship, but provides invaluable baseball business experience.
- Internship will start in late spring and end August 31, 2018. Dates are negotiable per academic schedule.

Interested candidates please submit a cover letter and resume to Greg Mroz at greg@pacificsbaseball.com