



**Position:** Promotions Intern

**Department:** In-Game Entertainment

**Reports To:** Director of Community Relations

**Salary:** Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for a Promotions Intern. The Promotions Intern works directly with the front office, and will be focused on all aspects of in-game entertainment which will include both gameday and non-gameday events. Some internships can lead to full-time positions at the completion of the internship.

**Game day responsibilities:**

- Will assist in preparing and executing game scripts in accordance with all sponsor contracts and promotional activation. This position will also assist with coordinating the stadium Control Room crew.
- Assist with development of the mascot appearance schedule, including meeting with the pre event. Fill in as mascot handler as needed.
- Complete promo team nightly appearance schedule for greeting of all Anthems, Color Guards, and pregame activities.

**Office hour responsibilities:**

- Assist with scheduling National Anthem and Color Guard participants.
- Prepare, update and oversee Kid's Club memberships including but not limited to database maintenance and packet organization.
- Assist Department heads with clerical matters as needed.
- Assist with various administrative tasks including preparing letters, flyers and processing of bulk mailings as needed.
- Operate standard office equipment including:
  - Computer
  - Printer
  - Copy machine
  - Postage meter
  - Fax machine
- Adaptability to work in a vast range of roles including but not limited to:
  - Work in conjunction with local charities and community partners to distribute tickets, assist with volunteer activities, and promote a general community presence for the ballclub.
  - Prepare in game enhancements and promotions including but not limited to rolling T shirts and organization of prizes in accordance with game script.
  - Assist with mascot and player appearances which may include local travel.
  - Perform all mascot duties when a scheduled mascot becomes unavailable.
- Delivery of various sales materials including flyers, posters and schedules
- Respond to and participate in all tarp calls during scheduled office hours

**Qualifications**

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Possess strong organizational skills
- Possess the ability to adapt to a fast-paced, multi-task work environment
- Possess the superior oral communication, writing and editing skills
- Possess a highly motivated work ethic
- Possess a strong desire to work in a team environment

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to eight hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to [jobs@windsurge.com](mailto:jobs@windsurge.com).