



Position: Game Day Press Box - Night

Department: Media Relations

Reports To: Director of Media Relations

Salary: Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for a Game Day Press Box intern -Night. The Game Day Press Box - Night intern works directly with the front office. The Game Day Press Box - Night intern will be focused on day-to-day operations which will include gameday events. Some positions can lead to full-time positions during the internship to other positions within the company at the completion of the internship.

Job responsibilities:

- Assist Media Relations with paperwork needs including filing & organizing
- Assists with various administrative tasks including preparing letters, flyers and processing of bulk mailings as needed
- Operate standard office equipment including:
 - Computer
 - Printer
 - Copy machine
 - Calculator
 - Fax machine
- Assist Media Relations with facilitating interview requests.
- Deliver post game box scores to both radio booths and coaching staffs
- Script and execute in game music and sound effects
- Collect and prepare lineup cards for press box and fan distribution
- Print Rosters for all teams and distribute to resale locations and coaching staff
- Delivery of various sales materials including flyers, posters and schedules
- Respond to and participate in all tarp calls during games or on weekends
- Pregame hospitality setup including cleaning and furniture placement
- Provides basic assistance with loading and unloading stock/equipment from delivery vehicle.
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Requirements:

- High school diploma with 2+ years sales experience or 2 years of college with a concentration in a sales or management field
- Must communicate in a professional manner
- Must be organized with good time management skills
- Computer proficiency in Windows and Microsoft applications.
- Must speak fluent English
- Must possess basic reading abilities
- Must be able to write, read and spell accurately
- Must be able to read and interpret a scoreboard
- Must be able to work independently with little or no guidance or assistance
- Must be able to lift up to 30 lbs
- Advanced knowledge and understanding of baseball including stats, facts and rules

- Must be able to read and interpret a scoreboard
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

Qualifications

Must be currently attending a college or university

- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Are high motivated with strong work ethic
- Have 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.

- 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 8+ 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.