



# Total Package Hockey Internship Program

*Innovative V, LLC*

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## **GAME DAY OPERATIONS STUDENT INTERN**

**Internship Description:** Our office located in Evansville, IN is seeking two game day operations interns to support the Evansville ThunderBolts, our junior hockey team in the NA3HL. The selected candidate will be responsible for assisting and supporting the ThunderBolts with promotions, event planning, and event execution.

### **Job Functions and Responsibilities:**

- Responsibilities include operational planning, set-up, and management for all ThunderBolt home games including pre-game and intermission entertainment and promotions.
- Coordinate operational staffing needs and serve as liaison to all game day operational staff including, but not limited to visiting team, officials, police, EMS, ticket takers, ushers, guest services, broadcast staff, and rink staff.
- Fill operational staff positions as needed.
- Create and maintain operational publications and policies such as inclement weather policies, emergency medical response plans, visiting team and official's guides, and game day information website.
- Creating, distributing, and managing credentials for home games game days and developing and managing game day operations checklists and budgets.
- Other duties as assigned by supervisors

### **Qualifications:**

- Candidates should be seeking a Bachelor's degree in Marketing, Sports Management, Public Relations, Communications or related field.
- Must have excellent written and verbal communication skills.
- Knowledge and experience with Microsoft Office 365.
- Strong attention to detail and organizational skills.
- Transportation to and from the internship environment.

### **Additional Information:**

- Internships are unpaid.
- Hours are mutually agreed upon by the interns and his or her supervisor, and should be between 10 and 20 hours per week, but flexible schedules are available.
- Please provide a resume and cover letter which outlines your goals for an internship.
- Before you begin your internship, documentation from the school will be required stating how many credits you will receive, how many hours you are required to work per week, start and end dates of internship, and if your supervisor is required to fill out an evaluation.



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