



Broadcasting Intern

Throughout the season

- Update website (new happenings, post-game recap, changes to the roster, etc.)
- Updates our email database if needed
- Writes promotion updates and posts them to our website
- Writes and keeps current our game day inserts
- Creates player and coach bios for different ads, newsletters and programs

Game Day

- Works with General Manager to finish the game day insert including roster and sends it to print
- Responsible for updating and printing stat information for each team and delivering them to press box for their use
- Cleans press box and makes sure it is set up and ready for the game
- Cleans Crow's Nest and makes sure it is as clean as possible for the upcoming game
- Sets up stat computer and makes sure all is working prior to game starting
- Sets up music computer and sound system. Responsible for running through the system with the marketing and promotions intern prior to game. Ensure that microphone works properly and volume for both the mic and music is set appropriately.
- And other duties as assigned

During Game

- Broadcasts game
- Keeps scoreboard updated
- Manages and updates Pointstreak
- Assists PA announcer and Score Keeper in the press box

Post-Game

- Updates and finalizes social media with post-game numbers
- Writes game story
- Sends story to media including website, and email database
- Cleans press box and finishes tidying up the Crow's Nest
- Locks up Press box and Crow's Nest area after making sure it is clean and all trash is removed

It's a team effort all Interns will be expected to help and pitch in, in other areas besides their own

Ballpark Set Up

- Assists Huskies staff to set up the ballpark for upcoming games in the Kennel Klub, ticket booth, giveaway items, picnic areas, etc.
- Make sure everything looks presentable-all trash cleaned up etc.
- Wipes down seating areas prior to gates opening
- Leaf blow the stands, Kennel Klub and Wade Plaza
- Set out kegs before games (30min prior to gates open)
- Help set up Concessions area for the upcoming game
- Help make food prior to gates open(as directed by Game Operations Intern)
- Checks in with Hospitality Intern to ensure areas are clean and presentable for guests
- Help pick up any supplies needed for game day that got overlooked

Post-Game Tear Down

- Help clean concessions and beer area
- Help with post-game cleanup
- Ensure all trash is taken out and brought to dumpster
- Shut off all lights
- Lock up locker rooms
- Make sure all props are stored and nothing is left out
- Lock up concession areas
- Lock up portable bathrooms and bathrooms
- Lock up all gates and ticket office
- Sets up merchandise area prior to the game so it is ready for sales

Throughout Season

- Distribute pocket schedules and corporate season tickets around Duluth and surrounding areas
- Help generate creative ideas for sales, promotions and events