



Event Manager Intern/Hospitality Intern

- Greeting and directs our Kennel Klub guests to their designated area
- Makes sure all aspects of our contract is upheld on game day-concerning those who have purchased Kennel Klub tickets
- Checks in with Kennel Klub guests, answering any of their questions, and meeting their needs before, during and after the game.
- Organizes the Kennel Klub as much as possible for the game the following day
- Contacts Kennel Klub groups one day in advance-solidifying Klub numbers and making changes necessary; responsible for all steps being followed through and every necessary person contacted concerning any changes
- Contacts Klub groups ON GAME DAY -solidifying Klub numbers and making changes necessary; responsible for all steps being followed through and every necessary person contacted concerning any changes
- Demonstrates friendly attitude and visiting personality with Kennel Klub ticket holders
- Assists in running food/drink to Klub and maintaining their supplies throughout the game
- Meets with General Manager and discusses what is needed and expected for each person during the game (food/drink, etc.)
- And other duties as assigned

Post-Game

- Updates our customer database with informational tidbits gathered from guests
- Helps staff tear down the Kennel Klub in an organized manner-directs staff to where things are located in storage
- Makes sure all garbage and fridges are emptied after the game and kegs are untapped in beer wagon
- Helps General Manager with setting up and organizing supplies for the following game day

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