

Event Manager/Hospitality Intern

Our Event Management and Hospitality internship is for a motivated and organized individual who has a passion for people and event management. They will spend most of their time organizing and maintaining our Kennel Klub, the Duluth Huskies' private viewing area. Our intern will ensure all guests have an excellent time by managing Kennel club operations and building personal connections with our guests and season ticket holders.

Qualifications

- Current college student or recently graduated
- Pursuing a degree in Management, Marketing, Communication, or a related field
- Experience in public speaking, experience in sports is a plus
- Excellent writing and communication skills
- Organized and have a keen eye for detail
- Basic knowledge of baseball and the Northwoods League

Responsibilities

Before the Game Day

- Contact Kennel Klub groups in advance-solidifying Klub numbers and making changes necessary.
- Meet with the General Manager and discuss what is needed and expected for each person during the game (food/drink, etc.)
- Assist Huskies staff to set up the ballpark for upcoming games in the Kennel Klub, ticket booth, giveaway items, picnic areas, etc.
- Assure seating area is prepped and cleaned
- Ensure food and drink is set up and prepared
- Sets up merchandise area prior to the game so it is ready for sales

On the Game Day

- Greet and direct our Kennel Klub guests to their designated area
- Make sure all aspects of our contract are upheld on game day-concerning those who have purchased Kennel Klub tickets
- Check in with Kennel Klub guests, answering any of their questions, and meeting their needs before, during and after the game
- Demonstrate friendly attitude and visiting personality with Kennel Klub ticket holders
- Assist in running food/drink to Klub and maintaining their supplies throughout the game

After the Game

- Manage the organization of the Kennel Klub as much as possible for the game the following day
- Update our customer database with feedback and reviews for better performance
- Manage all Kennel Klub clean up and assures that all tasks get completed
- Help General Manager with setting up and organizing supplies for the following game day

And other duties as assigned to all interns.

