

**WATERLOO BUCKS BASEBALL  
2020 SUMMER INTERNSHIP OPPORTUNITIES**



**JOB DESCRIPTION**

As an intern with the Waterloo Bucks, you will actively be a part of the front office activities and be involved in learning all facets of a minor league baseball organization. The Bucks offer a variety of Full Time and Game Day internship positions. These positions and their primary duties are listed below.

**Summer Internships**

The 2020 summer internship program will include full-time and gameday internship positions including box office, group outings, stadium operations, community relations, game operations, merchandising, mascot, and video production internships.

**1.) Full Time Positions:** Full time positions will hold regular office hours (9:00 to 5:00 Mon-Fri) for non-game days and will have varying hours on Bucks game days along with other events at Cost Cutters Field at Riverfront Stadium. Should expect to work all regular office hours, ALL Bucks home games, and during a few extra events at Cost Cutters Field at Riverfront Stadium. Full time positions will also assist in guerilla marketing efforts throughout the Cedar Valley during the season.

- **Box Office Internship** will consist of, but not be limited to:
  - Start Date: May 15, 2020
  - End Date: August 21, 2020
  - Work directly under Box Office Manager
  - Sell season tickets, mini-plans, and ticket packages to groups and individuals in the Cedar Valley
  - Assist in managing a ticket office on both home game dates and non-home game dates
  - Fulfillment of single game tickets, season tickets, and ticket package orders
  - Database management of names for individual ticket buyers, school/community nights, and group sales
  - Ensure weekly database updates are sent to the Director of Marketing
  - Manage team and front office pass lists
  - Help maintain the policies of the ticket office regarding customer service and other ticketing issues
  - Oversee and manage ticket inventory
  - Set up of box office and front entrance before home games
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned
  
- **Group Outings Internship** will consist of, but not be limited to:
  - Start Date: May 15, 2020
  - End Date: August 21, 2020
  - Work under Box Office Manager and Group & Events Coordinator
  - Sell season tickets, mini-plans, and ticket packages to groups and individuals in the Cedar Valley
  - Work in box office duties during Bucks home games
  - Fulfill of single game tickets, season tickets, and ticket package orders
  - Help maintain the policies of the ticket office regarding customer service and other ticketing issues

- Set up of box office and front entrance before home games
  - Handle group paperwork
  - Finalize head counts for groups
  - Follow up with group leaders
  - Produce group outing signs on game days
  - Organize wristbands for groups on game days
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned
- **Community Relations Internship** will consist of, but not be limited to:
    - Start Date: May 15, 2020
    - End Date: August 21, 2020
    - Work directly under General Manager
    - Organize and execute of the Bucks Summer Reading Program
    - Assist in group sales efforts with school nights, community nights, and industry nights
    - Organize and fulfill community appearances involving players, coaches, and the mascot
    - Discover opportunities for the Bucks to improve their community relations efforts
    - Assist in setting up and running Bucks youth baseball camps
    - Schedule National Anthem appearances, first pitches, and dream teams
    - Assist with game promotions, box office, on-field games, and guest services
    - Organize Corporate Angel & #RespectCommunity programs
    - Organize guerilla marketing efforts including Bucks yard signs and pocket schedule distribution for all Bucks staff including interns and front office personnel
    - Provide outstanding customer service to advertisers and fans
    - Other duties as assigned

**2.) Game Day Positions:** Game day positions will work varying hours on Bucks game days along with other events at Riverfront Stadium. Will not work weekends if there is not an event at the stadium. Should expect to work ALL Bucks home games, and during a few extra events at Riverfront Stadium. Game day positions will also assist in guerilla marketing efforts throughout the Cedar Valley during the season.

- **Merchandising Internship** will consist of, but not be limited to:
  - Start Date: May 18, 2020
  - End Date: August 21, 2020
  - Work directly under Operations Manager
  - Manage souvenir inventories
  - Process orders
  - Work in the Cost Cutters Field at Riverfront Stadium Souvenir Shop during some games and events
  - Assist with game promotions, box office, on-field games, souvenir stand, and guest services
  - Distribute and collect inventory sheets to various satellite locations in the ballpark that will be selling souvenirs
  - Set-up souvenir shop before each game
  - Manage online souvenir operations
  - Nightly money count and reports
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned

- **Game Operations Internships** will consist of, but not be limited to:
  - Start Date: May 18, 2020
  - End Date: August 21, 2020
  - Work directly under General Manager
  - Prepare on-field promotions
  - Assist in communicating game script execution to on-field staff
  - Prepare advertiser tables for game appearances
  - Execute on-field promotions during Bucks games
  - Assist with game promotions, box office, on-field games, souvenir stand, and guest services
  - Photography duties during Bucks games
  - Production and installation of restroom marketing signs
  - Stadium operations assistance including setting up flags and banners
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned
  
- **Stadium Operations Internships** will consist of, but not be limited to:
  - Start Date: May 18, 2020
  - End Date: August 21, 2020
  - Work directly under Operations Manager
  - Assist with game day set-up of Cost Cutters Field at Riverfront Stadium including beer stands, kids zone, and group hospitality areas
  - Perform various warehousing tasks during Bucks games
  - General clubhouse duties including laundry, team meal set-up, and clubhouse management
  - Assist with baseball operations duties in preparation for Bucks games
  - Assist with stadium cleaning as needed
  - Stadium chair setup for all Bucks home games
  - Provide outstanding customer service to advertisers and fans
  - Other duties as assigned
  
- **Video Operations Internships:** information available on request
- **Mascot Internship:** information available on request

Interested candidates should send resumes and cover letters to Dan Corbin at [corbin@waterloobucks.com](mailto:corbin@waterloobucks.com) or mail to:

Waterloo Bucks Baseball  
 PO Box 4124  
 Waterloo, IA 50704

Feel free to call with any questions or to set up an interview at (319) 232-0500 option 2.

Thank you for your interest,

Dan Corbin  
 General Manager  
[corbin@waterloobucks.com](mailto:corbin@waterloobucks.com)

