



NORFOLK ADMIRALS HOCKEY

Norfolk Scope Arena
201 East Brambleton Avenue, Norfolk, Virginia 23510
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Online: www.norfolkadmirals.com



2009-2010 Game Operations and Sales Intern

The Norfolk Admirals hockey club is seeking 4 or 5 interns to assist the sales and game operations department during the 2009-10 season. This position reports to the Group Sales Representative and the Director of Game Operations.

The Norfolk Admirals are located in Norfolk, Virginia, inside Norfolk Scope Arena. The Admirals are members of the American Hockey League – a professional hockey league only one step away from the National Hockey League. The Admirals serve as the top minor league affiliate for the Tampa Bay Lightning. Admirals Hockey has been a tradition in the Hampton Roads region for over twenty years.

The Game Operations/Sales Intern(s) will be provided with hands-on experience within a professional sports environment. The internship will provide a student who desires a career in sports with an opportunity to learn the business side of sports while gaining valuable career experience, building a portfolio and enjoying networking opportunities in the process.

Duties Include:

- Assist in the daily operations of the Admirals Group Sales department
- Learn ticket sales process
- Learn how to organize group nights
- Creation and distribution of group sales marketing materials
- Assist with marketing and promotional campaigns for the ticket sales department
- Assist ticket department with season ticket holder or group sales mailings
- Creating and maintaining ticket department databases and spreadsheets
- Maintain an organized profile of clients and prospects
- Assist the sales staff in regard to their clerical duties
- Assist in pre-game and in-game preparation
- Assist with all in-game promotions

DESIRED QUALIFICATIONS:

- Candidates must be students at/graduates of an accredited college or university
- Candidates must be professional, organized, responsible and punctual
- Candidates must be passionate to learn about the sports/media relations field
- Candidates must possess a strong work ethic, high energy and good attention to detail
- Candidates must have flexible schedules to work ALL Admirals home games and some extended or unusual hours including evenings, weekends and/or holidays as necessary

COMPENSATION AND FUTURE JOB OPPORTUNITIES

Please note that this internship is not remunerated. Internships do not guarantee employment with the Admirals upon completion. However, interns who perform at high levels will be given consideration for any positions within the organization for which they are qualified. In addition, interns who perform at a high level will be given recommendations for employment elsewhere.

TERM OF INTERNSHIP:

We accept résumés on a rolling basis throughout the season. The ideal candidate will be available to work the entire 2009-10 season – including pre-season, regular season and playoffs. We will consider candidates who are only available for a single semester as long as the candidate clearly delineates the start and finish dates of their internship.

HOW TO APPLY:

Candidate should send résumé and cover letter to Admirals Director of Game Operations, Sumner Crawford. Résumés, cover letters and writing samples may be sent via email to scrawford@norfolkadmirals.com.