

Chicago Bandits Internship Descriptions 2010 Season

Ticket Sales and Operations

- Interns will be trained in Bandits ticketing system and sales tactics
- Responsible for ticket sales in office and on game days
- Will assist with group and season ticket sales
- Will assist with field operations on game days
- Must be organized and efficient, must have people skills and friendly demeanor
- Some sales experience a plus, must be persuasive and excited about the Bandits
- Responsible for specific sales-driven projects
- Assisting with ticket mailings and promotions
- Other special projects and administrative duties, as assigned
- Assigned game night responsibilities

Group & Season Ticket Sales

- Interns will be trained in Bandits ticketing system and sales tactics
- Responsible for ticket sales in office and on game days
- Work closely with group coordinators for large organizations in the community including, but not limited to softball and baseball organizations, youth groups, businesses, chamber of commerce, etc.
- Schedule group events from start to finish including tickets and amenities
- Assist in regular and season ticket sales
- Responsible for specific sales-driven projects
- Assisting with ticket mailings and promotions
- Other special projects and administrative duties, as assigned
- Assigned game night responsibilities

Public and Media Relations

- Creating of team spin and player appearances related activities
- Set up and schedule player interviews with media outlets
- Write articles about Bandits events, outings, interactions with the public and upcoming philanthropic events
- E-blasts to fans and media outlets
- Schedule player appearances and follow through with each
- Oversee the appearance, negotiate price, venue, time commitment
- Attend events with players or determine with players how they will travel
- Game day responsibilities may vary but will include writing game recaps and keeping stats
- May work closely with Bandits broadcast team
- Maintain website and publish 2-5 new stories a week on website
- Must secure lineup's pregame and give copies to media, team announcer, radio and others who may need copies
- Be in contact with media and get us publication space
- Work with promotions team on each game's promotion
- Remain in constant contact with Director of Public Relations & Media about progress and upcoming projects or stories
- Game day responsibilities may vary

Sponsor Relations and Promotions

- Assist the sponsor and marketing director with all communications with sponsors including contracts, mailings, accounts payable
- Responsible for daily flow of all sponsor, marketing and promotional projects
- Responsible for meeting needs of a group of sponsors and fulfilling all sponsor requests
- Responsible for maintenance of sponsor accounts
- Retain organized log of interactions with sponsors
- Will organize and implement game day promotions both on and off the field
- Opportunity to design and create promotional events and opportunities on and off the field for fans
- Acquire and organize all prizes for promotional events and organize for efficient use both at the field and office
- Game day responsibilities may vary

Merchandise Sales

- Opportunity for creative implementation of new apparel ideas and marketing tools
- Responsible for inventory pre and post games
- Report to merchandise coordinator for all bulk order needs
- Responsible for filling online internet order and mailing
- Responsible for set up and take down of merchandise areas on game night
- Responsible for cash and credit card sales; will be required to report all sales at the end of each home game and home stand as well as online sales throughout
- Required to work in office on an occasional basis and all game days

Please fill out the application available and return to: Chicago Bandits Internship, ATTN: Andrew Phillips, 72 South Grove Avenue, Elgin, IL 60120. Include your cover letter, resume, application, 500 word essay and one (1) letter of recommendation.

Thanks for your interest!!!

Internship Important Dates:

Spring Internship 2010

Applications Accepted Beginning: August 1, 2009

Application Deadline: March 10, 2010

Interviewing: Rolling on acceptance of applications

Internship Begins: flexible around March 21, 2010

Internship Ends: May 21 (can go longer if agreed upon)

Summer Internship 2010

Applications Accepted Beginning: January 1, 2010

Application Deadline: April 1, 2010

Interviewing: Rolling on acceptance of applications

Internship Begins: May 24, 2010

Internship Ends: August 24, 2010

Fall Internship 2010

Applications Accepted Beginning: June

Application Deadline: July 1, 2010

Interviewing: Rolling on acceptance of applications

Internship Begins: September 15, 2010

Internship Ends: December 21, 2010 (negotiable)

Winter/Spring 2010-11

Applications Accepted Beginning: August 1, 2010

Application Deadline: Rolling

Interviewing: Upon acceptance of resume

Internship Begins: flexible around December 1, 2010

Internship Ends: March 1, 2010

Chicago Bandits Internship Application

Name:

Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email:

For internship consideration please complete the following questions to compliment your cover letter, resume and letter of reference.

1. Is your internship application intended for college credit?
2. What is your projected start/end date for this internship?

Start Date:

End Date:

Please rank your interest in the following (1 – most interest; 6 – least interest)

_____ **Ticket Sales and Operations:** Are you interested in producing the #1 reason we take the field each night? Are you interested in developing knowledge on all areas of team operations? Do you have good people, sales and persuasive skills?

_____ **Group Sales & Season Ticket Sales:** Do you like event planning? Do you like creating fun experiences for larger groups? Do you like seeing details come together in a larger production? Are you creative and detail oriented?

_____ **Public & Media Relations:** Do you enjoy writing articles, contacting the media and fans, scheduling player appearances and marketing team events and activities? Are you organized, creative and a good writer? Are you interested in sports management and stats? Are you interested in getting to know everything NPF? Are you website savvy?

_____ **Sponsor Relations & Promotions:** Do you like making business deals? Fulfilling promises and creating long lasting relationships with sponsors? Are you people oriented and persuasive? Do you like completing tasks from beginning to end?

_____ **Merchandise Sales:** Are you interested in marketing the team in a new way? Do you have an eye for trends in Internet and game day sales? Do you have people/sales skills?

Essay: Please also write in 500 words or less what you hope to gain from completing an internship with the Chicago Bandits.

Please return this application with you cover letter, resume and one (1) letter of reference by mail to: Chicago Bandits Internship, ATTN: Andrew Phillips, 72 South Grove Avenue, Elgin, IL 60120 or submit via email to: aphillips@chicagobandits.com