



The Charlotte Sports Foundation (CSF) is seeking two candidates to fill full time, paid internships for the 2017 season in Charlotte. The internship period begins July 10, 2017 and continues through January 19, 2018. Each position will be compensated hourly minimum wage. During the course of the internship each intern will be assigned to one of two specific responsibilities: Ticketing and Operations and Sponsorship Support. Each intern will still maintain overlapping responsibilities and will be expected to provide support to all areas of the organization.

The 2017 CSF interns will help execute all CSF related events but not limited to the 2017 Belk College Kickoff Game, 2017 Dr Pepper ACC Football Championship Game, and the 2017 Belk Bowl (due to the timing of these games, interested candidates should be prepared to work on holidays). Each intern may be required to stay at one of the team hotels for the duration of the teams' stay for the 2017 Belk Bowl. This may include Christmas Eve and/or Christmas Day. Interns for the Charlotte Sports Foundation may also be asked to assist with other events that are staged by CSF or related entities.

Qualified applicants should apply to **ONE** of the two internship positions below:

Ticketing Intern:

Job Description

- Assist in the daily operation of the Charlotte Sports Foundation's Ticket Office through administrative duties including document filing, answering phones, interacting with other departments and overall contribution to the function of the organization.
- Help in all areas of the Ticketing Department including but not limited to ticket sales.
- Ability to work events as directed by Director of Ticket Operations.
- Become familiar with the Ticketmaster system including but not limited to:
 - Archtics, Account Manager, TM Messenger.
- Assist in the promotion and sales of all events.
- Perform daily customer service functions.
- Develop an understanding for customer accounts, billing, cash flow, deadlines, ticket printing, ticket distribution, marketing concepts and marketing strategies.
- Assist Director of Operations and Director of Ticket Operations with credential distribution, sponsorship ticket fulfillment, and hospitality.

Qualifications

All applicants should be very well organized, have excellent communication and organizational skills, a positive attitude, be a team player, work well under pressure and maintain flexibility. Applicants should be proficient in Microsoft Word and Excel as well as possess discretion in regards to confidentiality. Archtics and/or other ticketing experience is preferred but not required. This position reports directly to the Director of Ticket Operations and Director of Ticket Sales.



Operations and Sponsorship Support Intern:

Job Description

- Assist with a variety of organizational tasks related to the planning, coordinating and execution of logistics for all CSF related events - primarily the 2017 Belk College Kickoff Game, 2017 Dr Pepper ACC Football Championship Game, 2017 Belk Bowl Game and the respective team and fan events.
- Assist with updating databases for participants and attendees of CSF events.
- Assist with general administrative duties including but not limited to event recaps, vendor orders, securing price quotes and meeting planning.
- Assist with sponsor/partner fulfillment in relation to sponsor events and communication.
- Assist with building sponsorship proposals, general communication with sponsors, vendor lists, and internal sponsor fulfillment for all CSF related events and entities.
- Aid in the 2017 Belk College Kickoff Game and 2017 Belk Bowl operations, as well as participating teams' bowl week coordination.
- Assist with CSF and game related marketing, signage plans and execution.
- Assist Director of Operations and Director of Ticket Operations with credential distribution, sponsorship ticket fulfillment, and hospitality.
- Assist with in-game run of show development and coordination of 2017 Belk College Kickoff Game and 2017 Belk Bowl.

Qualifications

Qualified applicants should be self-motivated, highly organized, proactive, able to work under pressure, excellent communicator, willing to accept long hours, as well as, possess a high work ethic and attention to detail. Applicants must also be able to lift and carry objects up to 30lbs and should be overall familiar with Microsoft Office; including proficiency in Microsoft Excel and PowerPoint. This position reports directly to the Director of Operations and Director of Administration.

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Please note that housing is not provided by the Charlotte Sports Foundation. Employee benefits (*e.g.* vacation, leave, disability insurance, health insurance, dental insurance, etc.) are not provided. Candidates must come complete an in-person interview if selected for a final interview. Interested candidates can apply to **ONE** of the two intern positions by submitting a completed CSF Internship Application, cover letter, resume, and contact information for three references via email to:

Kristen P. Robinson
Charlotte Sports Foundation
krobinson@charlottesports.org
704-644-4052 (phone)

Candidate cover letters should fully respond to the following questions/requests:

1. How does your prior work experience and skill set specifically make you the ideal candidate for an internship with the Charlotte Sports Foundation?
2. Please explain why you are interested in the CSF internship program and which specific intern position you are interested in. Please also include how you feel this internship may benefit you in your future career endeavors.

All required documents must be received by March 24, 2017. Applicant submissions without all of the required documentation will not be considered. Applicant submissions not received by March 24, 2017 will not be considered.

All applicants will be contacted with an update of their application status.

Please do not contact the Charlotte Sports Foundation for status updates.



Charlotte Sports Foundation Internship Application

Please attach your resume, cover letter and references.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or disability, or other legally protected status.

Date: _____

Name: _____

Address: _____

Phone (Day): _____ (Evening): _____

Email: _____

General Information:

Do you have transportation for work-related errands?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			
Is there anything to prevent you from lifting and moving things?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			

If yes, please explain: _____

Do you plan to be employed with another employer during the internship program?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			
Other than a traffic violation, have you ever been convicted of a crime?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			

If yes, please explain: _____

Education:

Are you interning for college credit?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			

If yes, please provide coordinator contact information: _____

Will you be enrolled for college classes during the Charlotte Sports Foundation internship?	<table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	
Yes	No			

If yes, how many hours will you be enrolled for? _____

What school will you be attending? _____

What is your current course of study? _____

Please attach your resume, cover letter, contact information for three references, complete and return, no later than March 24, 2017 via email to:

Kristen P. Robinson
 Charlotte Sports Foundation
 krobenson@charlottesports.org
 704-644-4052 (phone)