



# Cowlitz Black Bears Stadium & Game Operations Internship

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**Position:** Stadium & Game Operations Internship

**Supervisor:** Director of Baseball Operations

**Hours:** Part-time; Starting 10 hours per week with up to 30 hours in the summer; some flexibility to work remotely

**Pay:** \$17/hr

The Cowlitz Black Bears are pleased to offer a paid internship in facility operations. This position will assist with the day-to-day operations of all Black Bears home games, and baseball camps.

## **About the Cowlitz Black Bears:**

Established in 2010, the Cowlitz Black Bears are one of the 16 teams in the West Coast League. The West Coast League is a summer wood bat league based in the Pacific Northwest for college-eligible student-athletes. Recruiting players from around the nation, the Black Bears have been a staple in the Cowlitz Community, showcasing some talented players. Currently, the Cowlitz Black Bears have had 20 players that have moved on to play professionally. From June to August each year, the Cowlitz Black Bears will play approximately 30 home games, which each game will draw crowds up to 1000 fans. We offer hands-on business experience for individuals looking to enter the sports and hospitality industries. The Black Bears value personal and professional growth and are seeking candidates who will perform within the framework of the organization while showcasing their individual talents. We love baseball, and we love our community.

## **Job Description:**

It is our goal to provide you with hands-on experience and knowledge useful in competing for jobs in the sports industry, beginning with Summer Collegiate Baseball. We will also work with you to fulfill the requirements for college credit if necessary. Our internships are a great learning opportunity where previous experience is not always necessary. We want you to play an essential role in bringing a new one-of-a-kind fan experience to Southwest Washington. The Stadium Operations internship runs from mid-May to mid-August. The summer collegiate season officially begins in early June. Qualifications are based on ability, desire, work ethic, and a commitment to make the most of the experience. Internships are geared to educate about the entire business of baseball.

## **RESPONSIBILITIES:**

- Assist with the day-to-day operation of the Cowlitz Black Bears.
- Act as a liaison between onsite fans and the Black Bear staff.
- Lead small team for facility set-up and break-down.
- Oversee execution of all promotional activations such as giveaways, inventory, and on-field events.
- Assist the Ticket and Hospitality Manager with staff management.
- Other duties as assigned by the Director of Baseball Operations.

**Timeline:**

May: Working 2 to 3 days a week – 3 to 4 hours each day

June – August: Working every Black Bear home game and all camps - 4 to 8 hours per event

- Week 1 – Introduction/Orientation:
  - Meet staff
  - Visit the park
  - Go over expectations and daily duties
  - Gain access to necessary planning documents
  - Assist with duties as assigned
  
- Week 2 – Park Preparation and Training
  - Moving day
  - Meeting the park staff
  - Training
  - Studying game day set-up schedule and routine
  - Working with clients to obtain prizes for on-field activations
  
- Season – Weekdays start times vary from 10 AM to 3 PM, and finishing times vary from 4 PM to 11 PM.
  - Oversee set-up and break-down
  - Preparing necessary prizes and giveaways for promotions
  - Ballpark staff management
  - Inventory management for all concession sites
  - Assisting with hospitality operations
  - Leading ballpark staff in park clean up
  - Customer service to all fans in the park
  - Assigned duties as needed