



Internship Position: Operations & Facility Management

Desired Number of Interns—2-4

Pro Team Focus

Youth Program Focus

Highmark Stadium Events

Supervisor: Director of Operations & Facility Manager

Position Expectations: The Operations/Facility intern would be responsible to assist in the day-to-day operations of a professional soccer team and Highmark Stadium. This includes but not limited to: communication with visiting teams/rental groups, facility preparation prior to game/event, day of game/event management, postgame/event cleanup, and other various tasks that evolve throughout the week.

#### Daily Functions

- Assist the operations department with multiple projects and tasks related to games and events.
- Communicate with visiting teams, rental groups, vendors and special guests to ensure a quality experience that is streamlined and efficient.
- Support various community appearances and outreaches for the Pro and Youth teams.
- Assist in all game-day/event activities, from pregame, in-game, and postgame for Pro and other events at Highmark Stadium.
- Organize Pro Team's away games, including travel and accommodations.
- Assist in the management of other youth programming, including Academy and Camps.
- Assist and learn every aspect of the facility, including opening/closing, press box and other areas where applicable.

#### Required knowledge, skill and ability:

- Current student in college or university studying Sports Management, Recreation and Parks Management, or related field.
- Ability to work in a fast-paced environment and manage multiple projects.
- Willing to work nights, weekends and holidays when needed.
- Attend all Pro home games and other events.
- Excellent organizational and time-management skills.
- Strong communication skills.
- Experience in the Sports Industry.
- Must have excellent customer service and problem-solving skillsets.
- Must be able to lift 40 pounds.

Please email cover letter, resume and work samples to John Rotz ([jrotz@riverhounds.com](mailto:jrotz@riverhounds.com)).