



## Job Listing for Events Management Interns April 2015

**Position:** Events Management Intern

**Openings to Fill:** 2

**Schedule Type:** Full-time

**Appointment Type:** Contract

### **Departmental Overview:**

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking two Events Management Interns.

### **Description of Position:**

The Intern(s) will work directly with the Stadium Operations Team, Events Management and Facilities staff to provide support for California Memorial Stadium at UC Berkeley. One position will involve assisting the Event Managers and leading event staff in the planning, preparation, and execution of venue operations for all events in California Memorial Stadium including, but not limited to, Cal Football home games, special events, and day-to-day operation. The other position will assist the Event Managers in the same functional areas with the remaining Cal sports as well as venue operations for Haas Pavilion and all other Athletics facilities

The Events Management Intern will work directly with the Events Management staff to provide support for all Men's and Women's Division I sports at UC Berkeley. This position will involve assisting the Event Managers and leading event staff in the planning, preparation and execution of game operations for all home athletic events. This position will provide individuals with significant learning experience through a wide range of aspects of crowd management, security and safety and game day operations in intercollegiate sports.

The sports supported by the Events Management unit are: Baseball, M/W Basketball, Field Hockey, Football, M/W Gymnastics, W Lacrosse, Rugby, M/W Soccer, Softball, M/W Swimming & Diving, M/W Tennis, M/W Track & Field, Volleyball, M/W Water Polo. The Events Management unit also supports facility rentals and other intercollegiate athletics events as needed.

### **Responsibilities:**

- Provide day-to-day support for California Memorial Stadium.
- Assist in development of game day operations for Cal Football home games.
- Lead Events Management student staff on game day to execute various tasks and responsibilities.
- Assist in the execution of special events in California Memorial Stadium while providing quality control and feedback.

# CALIFORNIA<sup>TM</sup>

## ATHLETICS

- Interact with coaches, officials, Cal Athletics staff, security personnel/officers, vendors and guests while providing excellent customer service experience.
- Other responsibilities can be assigned as needed.

### **Required Qualifications:**

- Must be able to work nights and weekends.
- Must be able to work every Cal football weekend, including the week leading to that weekend.
- Must attend weekly operations meeting on Tuesdays.
- Excellent organizational and communication skills.
- Ability to multi-task with multiple projects and execute with exceptional attention to detail.
- Excellent customer service experience
- Ability to adapt to a flexible, fast-paced and dynamic work environment
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Apps

### **Preferred Qualifications:**

- Experience with facility management and game day operations.
- Proficiency with Adobe Illustrator and/or Microsoft Publisher.
- Recent graduate from undergraduate program.

**Benefits:** For information on the comprehensive benefits package offered by the University visit: [http://atyourservice.ucop.edu/forms\\_pubs/misc/benefits\\_of\\_belonging.pdf](http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf)

**Equal Opportunity Employer:** The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.

**Background check:** This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

**Application review date:** May 5, 2015

### **Application Instructions:**

To apply for this position, visit the Berkeley Careers Website (<http://jobs.berkeley.edu>) and search for job #19654. Please include a cover letter, resume, and three references with your application. For more information on our department, please visit [www.calbears.com](http://www.calbears.com).