

## Hockey Manager Internship

We are looking for an intern interested learning how to promote and operate a sports tournament. The position is paid and academic credit is available if applicable. Intern will start in the Winter Semester (February\*) and will run until after the June Tournament.

\*Start/end date will be worked out based on intern's class schedule and internship requirements.

Internship responsibilities include:

- Work with staff to promote hockey tryouts and recruit athletes through email marketing, social media and other channels.
- Work with Hockey Director to create tournament documents (check-in, rosters, schedules, etc.)
- Intern will be in charge of organizing tryout information and ensuring check in information is correct for regional tryouts
- Assist with setting up and organization of regional tryouts.
- Participate in hockey committee calls and meetings.
- Pulling registration reports and ensuring players have paid fees
- Work with Hockey Director to update information on website and communicate with athletes.
- Intern will work weekend tryouts in May and during Summer Games weekends (June 20-21, 25-28)

Qualified candidates:

- Have an interest in sports or events
- Hockey knowledge/experience preferred.
- Willingness to learn and ability to follow direction – training will be provided for registration systems
- Proficient in Microsoft Word and Excel.
- Seeking a marketing, sport management, business or similar degree.
- Able to work 20-25 hours a week (hours will increase during tryouts and tournament)
- Able to work May tryout weekends and tournament dates
- Start/end date are dependent on student's schedule.
- Open to all levels of degree seeking college students
- The position is paid and academic credit is available if applicable

Applications for our internships can be found on the Internship page on our website at [www.stategamesofmichigan.com/internships](http://www.stategamesofmichigan.com/internships).