



## GAME DAY USA INTERNSHIP PROGRAM JOB DESCRIPTION – SUMMER 2019

**ABOUT GAME DAY USA** - Game Day USA is a sports management firm that operates over 200 sporting events annually, primarily in baseball and softball. Based in Naperville, Illinois, a Western suburb of Chicago, Game Day USA produces events nationwide – from New York to Arizona and from Wisconsin to Florida.

**ABOUT THE INTERN PROGRAM:** The summer is Game Day USA's peak event season, and there is a tremendous opportunity for collegiate interns to learn the sports management business, and gain valuable work experience via our **PAID** summer internships. Game Day USA seeks interns to bring fresh ideas and innovation, along with a positive attitude and work ethic.

### RESPONSIBILITIES & EXPECTATIONS

- Assist with daily tasks involved in preparation for Game Day USA events
  - ✓ Preparing and organizing tournament materials, packing for tournaments, communicating between warehouse and office locations
- Assist with office coordination
  - ✓ Answering phones, tournament logistics, scheduling, coaches information

### SKILLS NEEDED

- Versatility and willingness to help with a variety of programs and tasks
- Organizational skills and timeliness
- Willingness to collaborate with staff, personnel and other interns
- Basic understanding of social media platforms
- Microsoft Office

### BENEFITS

- A \$2500 stipend will be paid, based upon a 10 week Internship program which includes working 8 tournament weekends
  - ✓ Paid in the following increments:
    - After completion of the 2nd Tournament (\$600)
    - After completion of the 5th Tournament (\$700)
    - After completion of the 8th Tournament (\$1200)
- College credit if applicable to your studies
- Training in multi-sport management skills, program administration, research and writing, public relations and outreach
- References and letter of recommendation will be provided after successfully completing this program
- Possibility of additional summer compensation and future full-time employment

### INTERNSHIP REQUIREMENTS

- On-site execution and management of Game Day USA events (min. 8 events between May and August)
- Weekday office hours to supplement weekend work (2-3 days during the week)
- Must have a reliable vehicle
- Some travel will be required
  - ✓ Expenses will be reimbursed per Game Day USA Policies

### TIMEFRAME FOR INTERNSHIP

The internship position at Game Day USA will begin late spring to mid-August dependent upon student's academic schedule.

### TO APPLY

Please contact and/or email resume and cover letter to: Holly Scott at [Holly@gamedayusa.com](mailto:Holly@gamedayusa.com)

Or mail to:

Game Day USA  
Attn: Holly Scott  
1111 S. Washington Street  
Naperville, IL 60540

**GAMEDAYUSA.COM**