



POSITION: Events & Game Operations & Marketing Intern
DEPARTMENT: Events & Operations
REPORTS TO: Vice President Events & Operations/Vice President, Marketing
STATUS: Unpaid, College Credit Only

SUMMARY: This position provides expert support to the VP of Events and VP of Marketing by assisting with the logistical elements of its Festival, Community and Game Events.

ESSENTIAL FUNCTIONS:

Discover Orange Bowl Branding Campaign:

- Coordinate and develop with Marketing Department the branding exposure of Orange Bowl through signage and décor campaigns throughout South Florida.
- Assist with the creative, securing of locales and budgeting development of campaign
- Assist with the coordination of both games environmental décor and signage program including but not limited to production, installation, dismantling and inventorying for community, stadium and event sites.

Discover Orange Bowl Game:

- Assist in production pertinent sections in game participants' guides and credentials guide.
- Assist with the coordination of escort transportation for teams with courtesy cars, limousines and busses.
- Assist with the team site visits in early December.
- Assist with the assessment of communication needs, distribution of equipment and creation of communications manual.
- Assist with assessing product needs, distribution of product and management of product/signage staff.
- Oversight and assist in management of warehouse and storage facilities
- Serve as secondary liaison to Sun Life Stadium
- Other tasks as assigned by Vice President Events & Operations.

Game Credentials:

- Coordination of the game credential program to include accounting, distribution and production manuals for both games.
- Coordination of travel and accommodations for both games vendor delegations.
- Assist Vice President Events & Operations with the production of the Participant Guides in relation to credentials and other pertinent game related information.
- Assist with the management of expenses according to pre-approved budget.
- Coordination of Orange Bowl Basketball Classic game credentials

Frequency Coordination:

- Assist with the overall coordination and communication associated with the Frequency Coordination program.
- Coordination of travel and accommodations for both vendor delegations.
- Assist with the management of expenses according to pre-approved budget.

Security & Transportation:

- Assist with the overall coordination of the events and both games security.
- Assist with the overall coordination of transportation and traffic plans for both games.
- Assist in the development of the budgets for event security and traffic plans.
- Assist with the coordination of the assignment levels of security and traffic assets given the approved budgets.
- Assist with the communication, development and coordination of meetings for pertinent agencies to ensure sound planning and execution of operations for events and games.
- Assist in the overall coordination, communication and execution of police escorts for all departments and special guest groups.

Team Site Visits:

- Assist with the overall coordination and communication associated with the event.
- Assist with the coordination of travel and accommodations for both team delegations.
- Assist Team Operations Coordinator with the production of the Participants Guide.
- Assist with the management of expenses according to pre-approved budget.

Festival Events:

- Assist with the management of the OBC relationship with the following events:
 - Orange Bowl Lacrosse Classic
 - Field of Dreams
 - Youth Football Alliance

General:

- Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football Alliance, YFA Playoffs & Championships
- Position may not hold any other paid employment while working for Orange Bowl Committee during the employed timeframe.
- Other duties as assigned by Vice President Events & Operations, Chief Operating Officer and Chief Executive Officer.

Qualifications:

- ◆ Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- ◆ Strong record of event achievement.
- ◆ Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- ◆ Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- ◆ Other tasks as assigned by Department Heads.

Note:

- ◆ Must be willing to work 40+ hours a week.