



JOB DESCRIPTION

POSITION: Events & Team Operations Intern
DEPARTMENT: Events & Operations
REPORTS TO: Team Operations Coordinator
STATUS: Unpaid, College Credit Only

SUMMARY: Serve as intern to the Events Department with duties as it relates to the Orange Bowl Committee operations and events.

ESSENTIAL FUNCTIONS:

Orange Bowl Youth Sports Program

- ◆ Participate in OBYFA programming including but not limited to, "Park of the Week" program, Orange Bowl Dance and Cheer Championships, OBYFA Playoffs and the Orange Bowl Youth Football Championships.

Discover Orange Bowl Host Committee Activities

- ◆ Schedule and attend OBC Host Committee meetings, create meeting agenda, take minutes, distribute minutes and complete duties as assigned by Team Operations Coordinator Support the Team Operations Coordinator in the coordination of bowl week events, including but not limited to:
 - ⇒ Team Arrivals
 - ⇒ Team Parties/Dinners
 - Assist in management of event day logistics.
 - Assist in coordinating entertainment, catering, décor, gifts, etc.
 - Assist in set-up and breakdown of the event in conjunction with the event management company.
 - Assist with coordination of transportation for outings.
 - Produce task list and event manual.
 - Assist in obtaining appropriate permits for Miami-Dade and Broward counties.
- ◆ Assist in the coordination of group specific outings such as the Team Charity Outing, Coaches Outing, Spouses Outing and Children's Outing to include, but not limited to, the administrative elements of:
 - Scheduling dates and selection/securing of locations for each.
 - Research, acquisition and distribution of gifts for each group.
 - Produce task list and event manual for all outings.

Team Hotels

- ◆ Assist with hotel event elements to include but not limited to the following:
 - ⇒ Team Welcome Receptions
 - ⇒ Official Party Hospitality Room
 - ⇒ Player's Hospitality Room & Snack Nights

Team Transportation

- ◆ Assist with the coordination of team transportation including:

- ⇒ Airport Arrivals
- ⇒ Courtesy Car Assignments and Distribution
- ⇒ Bus Transportation
- ⇒ Limos Transportation

Discover Orange Bowl

- ◆ Assist in the development and production of Team Participant Manuals.
- ◆ Assist with all Game Officials travel, entertainment, events, and lodging.
- ◆ Research and inventory of team gifts.
- ◆ Assist in the development and production of Team Communication Manuals.
- ◆ Assist Events department staff with participating team site visits.
- ◆ FCA Prayer Breakfast event coordination to include:
 - Secondary liaison to Breakfast Committee.
 - Ensure quality of event and timeline adherence.
 - Coordinate OBC representation and décor at event.
 - On-site coordination of transportation for outings.
- ◆ Game day Responsibilities as assigned

General

- ◆ Assist the Team Operations Coordinator with the research, presentation and management of annual plans, budgets and purchase.
- ◆ Responsible for the administration of agreements and budget for each assigned event.
- ◆ Assist with the development, presentation and management of event staffing plans.
- ◆ Assist with the development, presentation and management of event operational task lists.
- ◆ Coordination of event meetings (both internally and externally) including but not limited to:
 - ⇒ Scheduling
 - ⇒ Agendas
 - ⇒ Minutes
- ◆ Other tasks as assigned by Chief Executive Officer, Chief Operating Officer, Director of Events & Operations and Team Operations Coordinator.
- ◆ Representation at various South Florida business functions as directed.
- ◆ Representation at select industry conventions, business seminars and meetings as directed.

Qualifications:

- Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- 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:

Interns will work an average of 20 to 40 hours per week depending on availability.

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