

Sacramento Capitals Internships

Sacramento Capitals Intern 2010

The Sacramento Capitals are getting ready to start our 25th season and are 6 time WTT champs (1997, 1998, 1999, 2000, 2002, 2007). The Capitals have been hosts to some of the biggest names in Tennis such as Pete Sampras, John McEnroe, Serena and Venus Williams, Andre Agassi, and Lindsay Davenport. 2010 is sure to provide tennis fans the opportunity to watch world class professionals competing in an exciting and action packed co-ed format unique to WTT. This year the Capitals are proud to host tennis stars Michael Chang and Lindsay Davenport. The season will consist of 8-matches running June 26th thru July 22nd.

Job Description

The Marketing and Promotions Intern(s) will be directly involved in the implementation and servicing of the Capitals sponsorship agreements, marketing plans, match day promotions, website production, email campaigns, and so much more.

The Ticket Sales and Services Intern(s) will be directly involved with the servicing of Ticket Sales operations and group ticket activities and events.

The Operations Intern(s) will be directly involved in implementation of stadium design and build out.

All Interns Should:

- Be detail oriented
- Be a leader
- Have an outgoing personality
- Be memorable
- Lead by example
- Be a team player
- Gain respect from co-workers and customers
- Follow through on promises
- Solve problems
- Be driven by excellence
- Be a customer service professional

Marketing and Promotions:

- Assist in planning of season events
- Willing to work odd hours, including nights and weekends
 - Ability to work well with players, fans, and staff
- Assist in Grass Roots Marketing Events
- Assist in mailing projects
- Assist with execution of sponsorship agreements
- Maintain, update website and other internet marketing based opportunities
- Implementation of special event plans as well as execution of events

Ticket Sales and Services:

- Maintaining ticket orders
- A working knowledge of Microsoft applications (Word, Excel, PowerPoint)
- Willing to work odd hours, including nights and weekends
- Ability to work well with players, clients, fans, and staff
- Implementation of promotional plans for specific match days
- Attending various meetings as a representative of the Sacramento Capitals
- Assisting in planning season events
- Assisting with execution of group sales events

Operations:

- Communicating with Sponsors in a professional way
- Banner tracking, collecting banners from sponsors
- Collecting and tracking PA's, artwork, and other benefits from sponsors
- Creating and distributing credentials to sponsors, staff, etc.
- Assigning placement in stadium with reference to sponsors seats
- Creating signage for various purposes
- Arranging meetings with vendors, contacting vendors and sponsors for various purposes
- Helping the ticketing staff with ticket orders, calls, mailings, etc.
- Attending and participating in company meetings
- Match night preparation and assisting
- Some physical demands are involved in the internship, i.e. moving boxes, setting up tables, etc.

To Send Applications:

Email: Mcevoym1@gmail.com - Subject: **"Intern"**

Fax: 916.418.0044

Mail: Sacramento Capitals

Attn: Matt Mcevoy

425 Watt Avenue

Sacramento, CA 95864

Internship will run May 1, 2010 – August 31, 2010 (start and end dates are flexible)

Must be able earn school credit for internship. All internships are unpaid.

We are searching for 6-8 Interns.

Thank you,

Matt Mcevoy

425 Watt Avenue

Sacramento, CA 95864

916.483.CAPS