February 12, 2014

Re: Internship at Raymond James Stadium

Dear Sir/Ma’am,

The Tampa Sports authority is gearing up for its internship programs. The Tampa Sports Authority offers a year-long internship and a seven month internship. Each internship involves working as hands on assistant to the Raymond James Stadium Operations department. Enclosed is detailed information describing Raymond James Stadium’s internship programs. Students that are interested in either of these programs should review the enclosed materials and forward me a copy of their resume. The deadline is March 05, 2014. Interviews will take place during the months of March and April, and the decisions will be made by the 23rd of April. Both positions will start in July 2014.

The Tampa Sports Authority requires interested candidates to be a senior or graduate student with a minimum 3.0 grade point average in related sports business classes. Other points of interest, but not required, include a thorough knowledge of sports marketing and management, practical experience at a stadium/arena facility, and for the student to be aggressive, show initiative and have a positive attitude.

Please let me know if you have any questions about what an internship would entail at Raymond James Stadium or how we would fulfill your specific program objectives. Good luck with your program and your future endeavors.

Sincerely,

Maureen Myers

Event Coordinator

TAMPA SPORTS AUTHORITY
OPERATIONS ASSISTANT PROGRAM NARRATIVE

Operations Assistant
7 months / 1 year

Compensation: The intern will be paid by-weekly 80 hours at the rate of $7.93 per hour and $11.90 per hour each event worked (approximately 18 events).

Vacation/Sick Policy: 1 year position - 6 paid days of leave (sick or other)
7 months position - 3 paid days of leave (sick or other)

Qualifications: Candidate must be a graduate level student with a minimum 3.0 grade point average in related sports business classes. A thorough knowledge of sports administration and management, practical knowledge of sports administration and management, basic knowledge and understanding of managerial and financial accounting is required, practical experience at a stadium/arena facility and computer skills (Excel and Word). Candidate must have a valid driver license.

Time Period: One position will last for 7 months and the other position will last a year.

Responsibilities: The interns will have the same responsibilities, but the yearlong intern will also have to train all the incoming interns to make the transition period as smooth as possible. The interns will meet with the event coordinator on a daily basis. He/she will also be looked upon for feedback in the operations division of the stadium. The interns will keep all the files and computer disks up-to-date. When finishing this internship, the person should have a good working knowledge of stadium operations.
1. Challenge the intern with meaningful experiences which meets the needs of both the student and the Tampa Sports Authority.

2. Inform the intern of all policies and procedures.

3. Monitor the intern to protect and enhance the quality of the internship as well as their well-being while affiliated with the Tampa Sports Authority.

4. Evaluate and review the intern's performance at the mid-point and the end of the internship.

5. Schedule periodic conferences with the intern to discuss schedules, work performance and future assignments.

6. Provide the intern reasonable freedom to actively participate in staff meetings, activities, projects and programs.

7. Assist the intern in determining a program or project for which they will be responsible for planning, implementing and evaluating.

8. Provide an opportunity for the intern to learn and gain experience in the sports business.

Note: While at the Tampa Sports Authority, the intern will be provided exposure to the following areas:

Administration- policies, procedures, legal and insurance requirements, board-staff relationships, budgeting, record keeping, personnel and supervisory practices.

Facility and Operations - long-range planning, facility design, event management and maintenance.
STUDENT INTERNSHIP RESPONSIBILITIES

1. Observe various meeting (Operations, Licensee, Traffic Planning and Safety) and contract negotiations with potential licensees.

2. Examine various event day operations (parking lots, security, ushers and ticket takers).

3. Graph, study and analyze event expenses.

4. Assist with event preparation (walkthroughs, preparing event staff clipboards and event planning).

5. Assist with payroll after the event.

6. Assist with the Tampa Sports Authority’s safety program.

7. Conduct tours of Raymond James Stadium for various groups.

8. Direct (on the job) experience with the Raymond James Stadium’s maintenance crew.

9. Other special projects as assigned by supervisor.

10. Assist in the preparation for the Bucs, USF season, Outback Bowl, Monster Jam, and American Intentional, financial recaps of previous seasons.

11. Assist with various off-season projects.

12. Assist with surveys.

13. Assist with evaluation of the previous Buccaneer season with event personnel and Buccaneer representatives.