UNC Charlotte
Student Activity Center & Venue Management
Internship Job Description

Reports To: Associate Director, Stadium Complex Manager

General Statement of Duties: At the direction of departmental supervisors the intern will assist with football operations, special events in the Judy Rose Football Center, and day-to-day operations of the Stadium Complex. In addition, the Intern will learn the operation of the Student Activity Center and Venue Management department specifically and other Recreational Facilities Management operations generally, by assisting with various projects. Internship commitment lasts from July 14 – November 28. (Average 40 hours per week).

The Student Activity Center and Venue Management Department is responsible for the management of the campus’s largest public assembly facilities. The James H. Barnhardt Student Activity Center (including the 9000 seat Halton Arena) and the football stadium are the primary complexes managed by this Department. These facilities were designed to meet the athletic, educational, recreational, and social needs of the campus community as well as the greater Charlotte community.

Salary: $10 per hour

Primary Assignments:

- Event Coordination: assist with football operations planning and coordination, specifically with the home football games and other special services and support for the Judy Rose Football Center, Barnhardt Student Activity Center/Halton Arena.

- Facilities Services: assist with administrative functions of the Facility Services Department, including budgeting, cost control, equipment inventory, preventive maintenance, record controls, safety reports, event follow-up, and payroll functions.

- Building Services: Assist with administrative and daily supervision for the building services staff for the primary building cleaning and floor care as well as the set-up and equipment needs of the special events for the facility.

- Maintenance Services: To assist and learn while working with our maintenance mechanics, to gain an understanding about how facility mechanical and HVAC systems work. Assist with our preventative maintenance programs as well as our safety inspections.
• Interns also assist with any special project(s) related to the management of public assembly facilities. Past projects have included energy management reviews, concert staffing, emergency evacuation planning, fire safety programs, handicap accessibility reviews, computerized equipment controls analysis, and technical manual review and analysis.

Qualifications:

• College student with study emphasis in Public Facility Management or a related field. Would prefer for student to receive college credit for the internship.
• Knowledge of Microsoft Applications including Word, Excel.
• Well organized with ability to prioritize and handle multiple assignments.
• Ability to work independently in a fast-paced environment.
• Excellent written and verbal communication skills.
• Strong organizational skills.
• Detail oriented.
• Ability to work irregular hours, including nights and weekends as required.

To apply:

Send resume and two references to trentbarnes@uncc.edu. Position will be open until filled.

Ad:  Charlotte, NC – UNC Charlotte Football Stadium Complex

The football stadium at the University of North Carolina at Charlotte has a paid internship position available for July 2014 - Nov 2014. The intern will assist in the event management and facility operations of the stadium, and special projects. The position is available only to college students with study emphasis in public facility management or a related field. The student would preferably receive college credit for the internship.

To apply, please send a resume and letter of interest to trentbarnes@uncc.edu. For more information, please click the Job Postings section of the newsletter.