



CONSTANT CENTER EVENT/OPERATIONS INTERNSHIP

Job Title:

Event/Operations Intern

Hours Required:

Full time (20-40 hours per week) hours are required. Interns must be available for events that occur evenings and weekends. The position runs in conjunction with the Old Dominion basketball season (early October to Late March).

Job Description:

The Global Spectrum/Ted Constant Center internship program offers students a hands on experience within a professional facility management organization. We are giving students the opportunity to gain experience in Operations/Event management in sporting events, concerts, banquets, as well as many other independent events.

The Constant Center, Hampton Roads premier sports and entertainment facility and home of ODU Basketball, is looking for a college junior, senior or graduate student to serve as an Event Management/Operations intern. This internship will run from October to March and requires full time dedication. **This position is unpaid.**

Our goal is to attract outstanding candidates who have a clear interest and commitment to a career in sports and entertainment venue management for the 2007-2008 basketball season.

Reports to – Senior Event Manager

Job Duties

- Assist with event planning and coordination, including athletic events, concerts, family shows, etc. Students will receive experience in, but not limited to:
 - Walkthrough set-up with potential clients.
 - Working closely with event staff to coordinate scheduling and placement.
 - Assisting Artists, teams, or organizations with problems or needs before, during, and after events.
 - Managing spectator traffic and problems.
- Assist with event opening and closing activities, including load ins and load outs.
- Assist event personnel with various functions and troubleshooting/problem solving during events.
- Assist the Events and Operations department with any special projects.
- Maintain and update event files, event calendars and other spreadsheets.
- Other daily tasks assigned as needed.
- Gain knowledge with respects to understanding arena event settlements and other aspects surrounding arena events.

Minimum Requirements

- Working knowledge of Word, Excel, PowerPoint.
- Excellent writing and verbal communication skills.
- Well organized with ability to prioritize and handle multiple assignments.
- Must have a flexible schedule.
- Must be available to work nights and weekends, as needed
- Assertive, outgoing, creative, hard-working, innovative, independent thinker who is greatly interested in working in Sports/Entertainment industry
- Must be a Sport Management Major
- Ability to lift at least 40 pounds

****Resumes are now being accepted. You must be receiving at least ONE college credit to apply for this internship.***

Contact:

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