



Tennessee Smokies Baseball
Smokies Park • 3540 Line Drive • Kodak TN 37764
Phone: 865-286-2300 • Fax: 865-523-9913

All internships offer a monthly stipend and require a full time commitment from February through August, and possibly into September. All qualified candidates should either be in the process of obtaining a Bachelor's Degree, or have recently acquired one. Qualified candidates should be willing and able to work extended hours in a team environment but at the same time able to complete tasks individually. Must be willing and able to work normal office hours along with all 70 Home Games, and other non-game day events. All Operation Assistants will work the same hours as the Smokies Front Office Staff. Responsibilities of each department include, but are not limited to the criteria listed below. While your time will primary be spent in your designated area, there will be opportunities to gain experience in all aspects of Minor League Baseball. All Operation Assistants will spend time selling ticket packages and working with the Group Sales Department to help gain sales experience. We hire a total of six interns in the following positions:

Concession Assistant – Operations

Candidate will assist our Director of Food and Beverage with all aspects of the stadium concessions operation.

Responsibilities will include, but are not limited to:

- Supervision and training of game day staff
- Assisting director with daily preparation and shut down processes
- Handling guest relations
- Daily stocking and inventory of concession stands
- Assisting director with daily, monthly and seasonal reports

Concession Assistant – Business

Candidate will assist our Director of Food and Beverage with the Concessions business operation.

Responsibilities will include, but are not limited to:

- Preparing and maintaining daily, monthly and seasonal reports
- Preparing employee schedules
- Maintaining employee files
- Preparing nightly and bi-weekly payroll reports
- Maintaining inventory reports
- Assisting as needed with Concessions Operations
- Setup of Group Picnics

Retail & Ticket Operations Assistant

Candidate will assist our Director of Ticket Operations and help run the ticket office along with the Retail Store, The Clubhouse Shop.

Responsibilities include but are not limited to:

- Becoming familiar with Streamline Ticketing used by the Smokies
- Filling ticket orders over the phone, internet, and in-person
- Assisting with season-ticket holder mailers, events and issues
- Assisting in training and supervision of the game day ticket office staff
- Basic customer service related to ticket issues
- Assisting in online merchandise orders
- Assisting with inventory
- Become familiar with the retail system used by the Smokies
- Various other duties related to working in a ticket office & retail store

Promotions & Community Relations Assistant

Candidate will assist our Director of Community Relations & Director of Entertainment.

Responsibilities include but are not limited to:

- Assist in Player, mascot and other public appearances in the community
- Assist in running fan assistance during games
- Assisting with the Smokies Summer Reading Program
- Assisting with all Kids Club & Silver Smokies activities and newsletters
- Help fulfill all donation requests
- Assist with Game Day Promotions
- Help create and execute all Game Day Production Schedules
- Work with the Production Crew on Game Days and non-game days to enhance the atmosphere at Smokies Park
- Help organize and oversee the Rally Crew (Game Day Promo Team)
- Various other duties related to Community Relations and game day operations

Stadium Operations Assistant

Candidate will assist our Director of Stadium Operations & Group Sales Department

Responsibilities include but are not limited to:

- Pre-season concentration on cleaning and preparing the stadium for the season to begin
- Assist in preparing Smokies Park for all events; including maintenance & upkeep
- Assist in supervising the cleaning crew during and after games
- Various other duties related to maintaining and operating a facility
- Assist our Groups Sales Department: Including but not limited to picnic setups, running the Ticket Information Station, etc.

Marketing & Media Relations Assistant

Candidate will assist our Director of Media Relations and Marketing Team

Responsibilities include but are not limited to:

- Assisting in preparing stats and information for press releases
- Assisting in scheduling and supervising the press box during games
- Compiling and delivering stats and reports to coaches and media personnel
- Help keep our website & Social Media outlets current and relevant
- Assist with organizing Game Day photos to be used for website, proofs, etc.
- Assist the Marketing Team in planning & executing our Marketing efforts
- Write game recaps and news stories for the teams website and Program

How you can submit a Resume & Cover Letter for review:

You can mail them to:

Tennessee Smokies Baseball
ATTN: Internship Coordinator
3540 Line Drive
Kodak, TN 37764

You can email them to:

Ryan M. Cox – Director of Entertainment & Client Services

rcox@smokiesbaseball.com

***All applicants will be considered for each position, however we ask that you list which position you are interested in; you can list as many as you want.**