

2023 CWS, Inc. Spring Internship

College World Series of Omaha, Inc. (CWS, Inc.) is seeking an enthusiastic individual for the Spring Internship for the 2023 NCAA® Men's College World Series®. CWS, Inc., the local organizing committee of the Men's College World Series, is a non-profit organization incorporated in 1967. The mission of its all-volunteer Board of Directors is to enlist community support for the Men's College World Series from business, government, civic organizations, and individuals.

This is an internship opportunity for college students and recent graduates to help gain working experience in this field. The 2023 NCAA® Men's College World Series® will take place June 16-25/26, with the Opening Celebration Day being held on Thursday, June 15 (*please note, dates are subject to change*).

Duties and Responsibilities: (This position starts mid-January and ends early July, depending on event dates)

- Work with CWS, Inc. Staff in the office and on-site leading up to and during the event.
- Assists in interviewing and hiring event interns. This position will oversee those selected for the event internship, assigning schedules and daily responsibilities.
- Communicate and assist Season Ticket Holders and fans with ticketing, parking and other event matters via phone, email, and virtual assistant platforms.
- Collaborate with CWS, Inc., NCAA, and Metropolitan Entertainment & Convention Authority (MECA, stadium management) for game operations, promotions, and marketing purposes.
- Communicate and assist Season Ticket Holders and fans with ticketing, parking and other event matters via phone, email, and virtual assistant platforms.
- Create and update materials and manuals for Team Hosts and various fan communication documents.
- Assist with the application and selection of National Anthem/Color Guard.
- Participate in Fan Fest, Opening Celebration Day, Game Presentation and Marketing planning meetings and calls.
- Research and coordinate engaging fan experiences, as well as marketing and grassroots initiatives to increase ancillary event attendance.
- Assist with on-site activations for community engagement and/or corporate partners.
- Work with NCAA vendors to coordinate ordering and distribution of apparel and other event-related items.
- Collaborate with CWS, Inc. Staff and Digital and Social Media Intern on creative content for CWS, Inc., social platforms.
- Manage, in coordination with CWS, Inc. Staff, the activation and hosting duties in the Dying Hospitality Room.
- Execute projects, assignments, general administrative duties, and other duties as assigned by the staff.

Qualifications:

- On track to receive a degree in a related field (Sport Management, Marketing, Business Administration, Communications, etc.) plus relevant on the job experience.
- Excellent written and organizational skills.
- Knowledge of social media platforms (Facebook, Twitter, Instagram, etc.) is a plus.
- Ticketmaster/Archtics experience helpful, but not required.
- Strong creativity skills (contribute ideas and different perspectives).
- Knowledge of the game of baseball and/or working other sporting events.
- Ability to adapt, multi-task and work as a team under tight deadlines.
- Ability to analyze, problem solve and provide recommended solutions.
- Willingness to work outside of traditional business hours from time to time.

The selected applicant will be paid based on hours worked. This internship is intended for seniors or graduate students with the need to fulfill internship credit hours. **You will be required to relocate to Omaha, NE for the duration of the internship (January – early July).** Room and board are not offered as part of the position, the CWS, Inc., Staff can work with the selected applicant to find housing, if necessary.

Submission Requirements:

1. Resume and Cover Letter.
2. References (Provide 2-3 names and contact information).