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## MPS SPORTS & ATHLETICS INTERN – SPRING 2009

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### The Scope

Looking for a self-directed, energetic, highly motivated individual to assist and provide support to the Milwaukee Public Schools (MPS) – Sports & Athletics Division. This individual will directly assist with the production, promotion and running of special events within our department. Other responsibilities will also include providing support and assistance as directed by the MPS Sports & Athletics professional staff.

### Essential Duties

Duties include, but are not limited to the following:

#### Primary Duties:

- Assist with all aspects of special events i.e. promotion, media relations, teams
- Serve as liaison to business partners, vendors, participants and venues
- Assist with program supervision and evaluation
- Provide clerical and technical support to the Supervisor of Athletics
- Represent the MPS Sports & Athletics Division at community and special planning meetings

#### Special Events:

- WIAA Boy's and Girls Basketball Tournaments
- Hershey Track Meet
- Ripen Baseball Clinic
- MPS Employee Golf Outing
- LBOC Officials Clinic
- March Of Champions Basketball Tournament

#### Pay Rate

20 hours/week (Minimum)

\$ 10.50/hr Undergraduate \$12.50/hr Graduate

### Application Materials

- Current resume and three references
- Writing samples i.e. press release, business letter, etc.
- Completed MPS Sports & Athletics Application

### **APPLICATION DEADLINE:**

Thursday, January 23, 2009 – 5:00 PM

### Minimum Qualifications

#### Education:

- Junior/Senior level student in the Sports Management or Athletic Administration degree track
- Preferably B to B+ student G.P.A. 3.00 to 3.5

#### Experience:

- Conceptual knowledge of planning, staging and production of large sports events
- Conceptual knowledge of media relations, producing press/media releases, and the ability to interact effectively with external media outlets
- Computer proficiency of Microsoft Word, Excel, Publisher and ability to produce a game program and media guides
- Conceptual knowledge of event sponsorship and promotion in producing and developing sponsorship agreements and promotional packages

#### Ability to:

- Establish and maintain effective working relationships with internal and external customers
- Exhibit excellent verbal and written skills
- Multi-task under pressure

#### Possession of:

- Valid driver's license authorizing operation of a motor vehicle in the state of Wisconsin
- Properly insured personal vehicle for job related travel
- All applicants must provide proof of documents to work in the United States
- Must pass a criminal background screening

### To Be Considered

**Please forward all application materials to:**

Mr. Andrew Rossa  
MPS Sports & Athletics  
P.O. Box 461 Milwaukee, WI 53203  
Fax: 414-475-8403  
Andrew@milwaukeerecreation.net

Applications are available at: MilwaukeeRecreation.net  
Review of application materials to being immediately and will continue until the position is filled.