



## **Intern, Archives & Alumni Relations**

### Peterborough Petes Hockey Club

This is a unique opportunity to work in the sport and entertainment industry as the **Archives & Alumni Relations Intern** for the Peterborough Petes Hockey Club, the most storied and longest continuously operating team in the Ontario Hockey League.

The Petes Business Operations team functions like a start-up company, leveraging the team's history of success to elevate the brand. Creativity and entrepreneurialism are expected and necessary attributes for all staff. Each member of the organization plays a key role in, and takes ownership of, the team's accomplishments. As a result, all staff enjoy opportunities for professional and personal development in diverse areas, which helps both the individual and team thrive.

The **Archives & Alumni Relations Intern** is a highly motivated member of the Peterborough Petes Business Operations department. The **Intern** is supervised by the **Director of Merchandise**, and must form exceptional working relationships with all members of the organization, particularly within the Marketing, Merchandise and Sales Departments. The successful candidate will have a keen eye for history, and will be able to identify areas of interest to help connect the past with the present and future.

The **Intern** is responsible for developing and growing the team content archive, including physical and digital records from the past. To be successful, the **Intern** must collect, organize, and most importantly, find creative ways to utilize the team's history.

The Petes are striving to make hockey a place in which everyone feels included and welcome. When we say "everyone", we *mean* everyone. We endeavor to build experiences that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and national origin.

The Petes are committed to creating a diverse and inclusive workforce. We aim to create a workplace that celebrates the diversity of our team members and our community. Our employees thrive when we get this right.



## Responsibilities

The main responsibilities of the **Archives & Alumni Relations Intern** are to:

- Manage digital and physical team archives, properly sorting and maintaining and items of interest related to the team
- Update and maintain team records and alumni information
- Liaise with Trent Valley Archives, the Peterborough Museum & Archives, Peterborough & District Sports Hall of Fame, Hockey Hall of Fame, and other museums, libraries, or archives to build an inventory list of Petes memorabilia
- Work with the Communication Coordinator to create and distribute regular content that highlights team history
- Create and promote displays of team memorabilia to highlight the team's past and promote its future
- Identify redundancies in the team's physical archival database, and suggest items that could be sold, donated, or auctioned
- Work with the Director of Merchandise to build connections between alumni players and staff, and current members of the team
- Research and implement best practices to ensure the ongoing history of the team is not only recorded, but easily accessible and well-maintained
- Attend events and assist with various duties to ensure ongoing record keeping



## Qualifications and Requirements

*\*Please indicate in your application if you do not meet all of these criteria. The Petes will work with each candidate to ensure they are given access to training or qualification amendments as needed.*

- Working toward the completion of a post-secondary degree or diploma
- Insatiable hunger to learn and improve every single day
- Love and respect for history and tradition, particularly in the sport context
- Computer proficiency, with excellent working knowledge of Google's G Suite (Docs, Sheets, Slides, Drive, Calendar, etc.), and working knowledge of Microsoft Office programs
- Proficiency or interest in the Adobe Suite (specifically including Photoshop, InDesign, and Premiere), and other software including Final Cut Pro X
- Excellent communication skills, and a particularly keen eye for perfection with marketing communication
- A contagious, positive attitude
- Strong time-management and organizational skills
  - Must be able to manage schedule to achieve daily and weekly goals
- Exceptional work ethic, eagerness to learn, professionalism and a passion for the sport industry
- Willingness to work evenings and weekends, including all Peterborough Petes home games, community events, and other team functions
- A valid G-class drivers licence, insurance, and clean driving record
- Ability to thrive as part of a team, and build a team with shared values

## Compensation & Administration

Peterborough Petes Internships are unpaid, but may include bonuses and honorariums relevant to the position and term.

Interns are expected to maintain a healthy work-life balance, and not bound by any limitations with respect to time off. Interns are encouraged to maintain the schedule that best suits their needs, as well as the requirements of their post-secondary program.

The Petes will make any accommodations possible to suit the Intern and put them in the best position to succeed.

This position is available for each of the three traditional placement terms, including the Fall (September to December), Winter (January to April), and Spring/Summer (May to August).

***Please submit a cover letter, resume, and references to [hiring@gopetesgo.com](mailto:hiring@gopetesgo.com) referencing the position name in the subject line.***