



NIAGARA ICEDOGS

1 David S Howes Way | St. Catharines, ON | L2R 0B3 | 905-687-3641

Gameday & Office Internship – Niagara IceDogs Hockey Club (St. Catharines, ON)

Availability: Full-time – Fall 2024 (1 position available)

The Gameday & Office Intern will primarily observe and assist with all office and gameday departments during the 2024 OHL Season. The internship is unpaid with no relocation expenses or housing allowance.

Qualifications:

- Must be outgoing and willing to speak in person and over the phone.
- Proficient with Microsoft Office 365 programs.
- Ability to multitask and meet multiple deadlines.
- A self-starter with the ability to work independently, with a high degree of accuracy and attention to detail.
- Available to work game nights in the evenings & weekends as required.

Primary Responsibilities:

- Gain experience in all facets of an organization in the sport and entertainment industry.
- Assisting gameday manager with all needs as required.
- Assist gameday manager with different operations during games.
- Assist in the Niagara IceDogs Hockey Club donation program.
- Assist in all community relations initiatives including, but not limited to: community practices and skates, golf tournaments, elementary school assemblies, community appearances, and mascot appearances.
- Complete various day to day office operations including, but not limited to: data entry, clerical work, and reception.
- Interact with executives and players of the Niagara IceDogs Hockey Club, visiting team personnel, and media and broadcasting professionals. The candidates will be expected to always act in a professional manner.
- Assist with day-to-day ticketing as needed.
- Assist retail manager with running the retail store smoothly.



Hours of work:

- In office: four-week days/week (9:00am-3:00pm, and additional hours on community initiatives as required). Must be available for all home games. Hours can be flexible around school schedule.

If interested in this position, please email your cover letter and resume to s.pryer@niagaraicedogs.net no later than 11:59pm on Friday July 19th, 2024. Interviews will be conducted before the closing date as well as potential commitments being made. Start Date: End of August/ Early September

In your application, please disclose your name and the position in the Subject line of your email. (Ex. Seth Pryer Gameday & Office Internship Application.)

Seth Pryer

Niagara IceDogs Hockey Club

s.pryer@niagaraicedogs.net

(905) 687-3641, ext. 232

The Niagara IceDogs are an equal rights employer that is committed to accessibility and meeting the needs of all individuals. Please make us aware of any need for accommodation.

