



Ridgefield Raptors Business Operations Internship

Position: Business Operations Intern

Supervisor: Ticket and Hospitality Manager

Hours: Part-time; Starting 10 hours per week with up to 30 hours in the summer; some flexibility to work remotely in April and first week of May

The Ridgefield Raptors are pleased to offer a paid internship in business operations. This position will assist with the financial, ticket, and staff operations of all Raptors home games, baseball, and softball camps.

About the Ridgefield Raptors:

Established in 2018, the Ridgefield Raptors are one of the 16 teams in the West Coast League. The West Coast League is a summer wood bat league based in the Pacific Northwest for college-eligible student-athletes. Recruiting players from around the nation, the Raptors have been a playoff contender in two of the three seasons they have competed in. Currently, six former Raptors players have been drafted to play professionally. The Raptors play approximately 30 home games from June to August each year, drawing crowds of up to 1,700 fans. We offer a hands-on business experience for individuals looking to enter the sports and hospitality industries. The Raptors value personal and professional growth and are seeking candidates who will perform within the framework of the organization while showcasing their individual talents. We love baseball, and we love our community.

Job Description:

It is our goal to provide you with hands-on experience and knowledge useful in competing for jobs in the sports industry, beginning with Summer Collegiate Baseball. We will also work with you to fulfill the requirements for college credit if necessary. Our internships are a great learning opportunity where previous experience is not always necessary. We want you to play an essential role in bringing a new one-of-a-kind fan experience to Southwest Washington. The Business Operations internship runs from mid-May to mid-August. The summer collegiate season officially begins in early June. Internships are geared to educate about the entire business of baseball.

Desired Qualifications:

- Any experience in accounting/budgeting is a plus.
- Experience with Excel and Microsoft Word.
- Proficient in using a computer and navigating the internet.

RESPONSIBILITIES:

- Acting as a lead for ticketing and ticketing training throughout the season.
- Overseeing our donation and fundraising programs.
- Assist in tracking park finances by calculating cash sales and pulling reports from card sales.
- Create reports and fill out spreadsheets to track finances throughout the season.
- Assist in set-up and troubleshooting POS systems in the park.
- Assisted with staff management in scheduling, clocking in, and clocking out times.
- Other duties as assigned by the Ticket and Hospitality Manager.

Timeline:

May: Working 2 to 3 days a week – 3 to 4 hours each day

June – August: Working every Raptors home game and all camps - 4 to 8 hours per event

- Week 1 – Introduction/Orientation:
 - Meet staff
 - Visit the park
 - Go over expectations and daily duties
 - Gain access to necessary planning documents
 - Begin ticket system training
 - Additional duties as assigned

- Week 2 – Training
 - Meeting the park staff
 - Park staff training
 - Ballpark finance training
 - Additional duties as assigned

- Season – Weekday start times vary from 10 AM to 3 PM, and finishing times vary from 4 PM to 11 PM.
 - Printing all will-call tickets and special requests
 - Loading all ticket scanners and preparing ticket boxes for pick-up
 - Prepare and deliver all cash tills to designated spots
 - Ballpark staff management
 - Collecting and counting all cash tills upon closing
 - Create post-game financial reports
 - Assigned duties as needed