



Sarnia Sting Hockey Club  
1455 London Road  
Sarnia, ON  
N7S 6K7

<b>JOB TITLE</b>	<b>Intern – Media Relations &amp; Online Scoring</b>
<b>REPORTS TO</b>	<b>Jake Bourrie – Manager, Marketing &amp; Digital Media</b>

#### JOB PURPOSE

The Intern – Media Relations and Online Scoring position is an integral part of the Sarnia Sting Hockey Club, with a focus on statistics and game day media. The person who fills this position will be required to work all home games (34), as well as other promotional events throughout the season as needed. The primary function of this position is to prepare media kits for distribution on game days, and tracking game day statistics. This position reports directly to the Manager of Marketing and Digital Media.

#### DUTIES AND RESPONSIBILITIES

- Online scoring during all home games
- Develop and assemble media kits, including roster sheets
- Creating pre-game information sheets
- Set-up and clean-up of the media room
- Record and update player milestones and franchise records
- Other duties as assigned

#### QUALIFICATIONS

- Sports and Recreation Management student preferred
- 1 year experience with the Sarnia Sting or comparable organization
- Knowledgeable and have a strong understanding of the game of hockey
- Proficient with Microsoft Office applications
- Responsible, self-motivated, and a hard-worker

#### WORKING CONDITIONS

This position requires regular evening and weekend work, as dictated by our home game schedule for the season. Additional hours are required before and after home games to allow for preparation of media resources review post game statistics, and clean-up. In addition, a minimum of 4 hours within the office on non-game days is expected. Additional hours may be required based on the needs of the organization.

On game days, all intern staff will be required to wear the provided game day uniform, with business attire pants and shoes.

#### PHYSICAL REQUIREMENTS

Physical requirements include but are not limited to:

- Set up and take down of media room and concourse (tables and chairs)
- Other duties as assigned

#### TO APPLY

Please send your cover letter and resume by July 29, 2018, to: [buzz@sarniasting.com](mailto:buzz@sarniasting.com), citing the job title in the subject line. References may be required upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

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