



Position- Event Service Intern
Facility Name- Stockton Arena
Location- Stockton, CA

POSITION: Event Service Intern
DEPARTMENT: Event Services
REPORTS TO: Director of Event Services
SALARY: School Credit only; no salary or stipend paid for this position

Summary

ASM, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Event Services Intern for ASM/**Stockton Arena**. Under the general direction and supervision of the Director of Event Services this position provides services for individual events and activities at ASM-Stockton on a shift basis; and serves as a representative during events.

Distinguishing Characteristics

- Event Intern is an advanced working/lead level class in which incumbent participates in providing services for events and activities at ASM-Stockton. Incumbent works varied shifts to correspond with scheduled events.

Essential Duties and Responsibilities

- Involved in all aspects of advancing shows, concerts, and sporting events.
- Prepares and reviews event outlines, memoranda, personnel schedules.
- Ensures setups are correct, delivery of services to licensees are met, and that fire regulations are followed.
- Provides lead direction to part-time event staff as well as support activities for events.
- Serves as ASM- Stockton representative during events.
- Coordinates the opening of ASM-Stockton Facilities and secures the premises following events.
- Prepares post-event reports and other documents as needed.
- Issues permits, audits the records of the sale of merchandise and broadcasting fees and collects receipts within ASM-Stockton Facilities.
- Performs related duties as required.

Knowledge, Abilities and Skills

- Knowledge of the needs of various types of events scheduled at a multi-purpose entertainment facility.
- Knowledge of the operation and maintenance procedures for multi-purpose facilities.
- Knowledge of the principles and techniques of providing services to a variety of business and entertainment events.
- Knowledge of fire and safety regulations affecting the safety of the public.
- Knowledge of computers including word processing, spreadsheets and email applications.
- Ability to anticipate service needs of individual events.
- Ability to provide lead direction and prepare reports and correspondence.
- Ability to make mathematical computations rapidly and accurately.
- Ability to establish and maintain working relationships with facility users, employees and the general public.

Qualifications

- Completion of 24 semester units from an accredited college or university in business or public administration, or related field.
- An interest in gaining experience in providing services to a variety of facility users at a convention center, multi-purpose entertainment facility or public-use facility.
- Additional qualifying experience may be substituted for education on a year-for-year basis
- Interns must receive school credit.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

Note

This intern position requires a minimum of 25 hours per week. The length of this internship will be at minimum 1 school semester or quarter or at most 1 full school year.

Salary/Compensation

- Unpaid and no paid stipend for this position

To Apply

Send your resume by email to:
receptionist@asmstockton.com

Or in person at:
ASM- Stockton Arena
248 W. Fremont St.
Stockton, CA 95203

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.