



EVENT: 2017 University of Alabama-Birmingham Gameday
LOCATION: Birmingham, AL
POSITION TITLE: Operations Intern
REPORTING TO: Tyler Curtis, Operations Manager
TERM: September 1, 2017 through November 27, 2017
COMPENSATION: Hourly

Company Overview: Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1996 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 60 employees in 11 offices in the United States and Canada. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic and demanding attention to detail.

Bruno Event Team manages operations for special sporting events at the University of Alabama, including all home football games.

Description of Responsibilities: The primary responsibility of this position is to assist with the administration, management, and directing of all UAB home football games at Legion Field during the 2017 season. The intern will be a front line public relations person for the University. During a University of Alabama-Birmingham home event or other Bruno Event Team event, the intern will assist the entire staff and may have partial authority to assign tasks, train, and supervise. This position will allow the intern to work in a high energy, fast-paced environment that will require the intern to be attentive to details, make quick decisions, and work well under pressure.

Duties:

- Assist Operations Manager with a wide variety of Gameday related duties
- Assist with detailed planning & implementation of operating plans
- Coordinate and manage certain vendors and contractors
- Provide superior customer service to the UAB fan base

Abilities, Skills, and Knowledge:

- Excellent people and organizational skills
- Self-motivated team player
- Excellent verbal and written communication skills
- Computer skills

Expected Hours:

- Hours during September through November expected to be approximately 8-10 hours per game but may vary
- Required hours will be strictly on UAB home football games

Policies Specific to Event Management: The intern is expected to dress presentably because he/she will be working with individuals associated with the University and Athletic Department, and will be serving as a public relations person. The student must remain trustworthy and must agree to keep all information concerning the event management office confidential.

Please submit resumes directly to tcurtis@brunoeventteam.com and note "Gameday Intern" in subject line. Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview.