



Lake Country DockHounds

Retail/Accounting Intern Description

Position Title: Full-Time Summer Internship

Season: 2023

The Lake Country DockHounds Baseball Team in Oconomowoc, are a member of the American Association, and seeking a full-time Retail/Accounting intern for the summer of 2023.

The Lake Country DockHounds will provide an overall learning experience that provides a solid foundation for understanding the business side of professional sports and entertainment. Interns will have the unique opportunity to be a part of the operation of a sports franchise and see firsthand the execution of promotional events in front of a loyal fan base.

By working home games during the 2023 season, interns will have the opportunity to interact with fans and to apply what they have learned in office to actual game day situations. There will be a heavy emphasis on customer service and providing a safe, fun, affordable and overall enjoyable experience for all fans.

The full-time paid internship program runs from approximately Mid-May to Mid-September each year.

Our motivation and focus is to create lifelong memories: one experience, one fan and one team at a time.

Attendance Policy

The Lake Country DockHounds will strictly enforce an attendance policy for all interns. Full-time paid interns will be expected to work all home games (with some exceptions) and hold the similar office hours and overall time commitment as full-time salaried employees. This also includes events at WBC Park such as concerts and festivals. We love to have fun, but please note, there are 50 home games throughout the season and can sometimes be a challenging schedule.

Compensation

Full-time paid interns will be compensated \$3,000 for the summer.

Housing

The Lake Country DockHounds do not provide housing, though we will assist in any way possible an intern in need of a place to live and/or roommates.

Duties/Responsibilities

- Track fan's store inventory on a daily/monthly basis
- Manage the fan's store during every home game and event at WBC Park
- Work with front office to determine sale items
- Assist the front office in fan's store setup prior to games
- Work with ownership and front office on item pricing
- Work with the social media team to market merchandise and promote specific items
- Identify ways to promote merchandise and improve merchandise sales during each home game
- Submit merchandise orders when inventory is running low
- Assist with merchandise website design and work with team photographer to photograph all items and update website on a consistent basis
- Work with the video production to produce commercials promoting merchandise
- Count money from different departments after each home game & event at WBC Park (ie: tickets, parking, fan's store)
- Count, reconcile and assist with the depositing of all the cash from each department
- Make change and deliver currency to various departments as needed.
 - Departments include parking, team store, concessions, banquet facility, tickets, kids zone & 50/50 raffle
- Work closely with the Food & Beverage, Retail and Ticket Managers in closing out daily sales
- Become familiar with our current point of sale software (Clover) to assist with any problems that may arise during a game and provide any POS reports as needed.
- Help develop and maintain the Gameday revenue spreadsheet following each game.
- Process accounts payable invoices for payment
- Reconcile monthly credit card statements
- Help with weekly accounts payable check run and filing
- Assist with monthly closing procedures, including reconciliation of balance sheet and income statement accounts
- Backup for Office Manager duties (monitor reception area and answer phone calls)
- Responsibilities will also include assisting other departments when requested or needed

If interested in the position, please email Lauren@lakecountry-live.com to set up an interview

