

To Whom It May Concern:

PSSI Stadium LLC is currently looking for a qualified applicant for the marketing/entertainment internship position available for the summer of 2013. We believe this internship can offer valuable experience in the areas of stadium and event operations, entertainment management and event planning. Furthermore, we believe an internship at Heinz Field with PSSI Stadium LLC can not only give students a great experience, but also help them develop connections that may one-day lead to a full time job with a sports organization. In order to be eligible for this internship, applicants must meet the following criteria:

- Must be able to receive college credits for the internship
- Must be able to work Monday through Friday from 10 am to 5 pm
- Preferred majors are Sports Management, Sports Marketing, Event Planning, etc., however other majors will be considered
- Juniors or Seniors preferred
- Must be dedicated and hard working
- Willing to take initiative
- Excellent communication skills

We have enclosed a copy of some of the responsibilities in reference to the available position. We would like to have all resumes for the summer by February 15th, 2013. You can direct students to e-mail their resume and cover letter to the address below or they can call us with further questions. We would like to personally thank you in advance for your assistance and if you have any questions please feel free to contact us.

Sincerely,



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PSSI Stadium LLC
Guest Services & Tour Manager
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Event Operations and Guest Services
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SUMMER 2013 PSSI STADIUM LLC
MARKETING/ENTERTAINMENT
INTERN INFORMATION

TYPES OF EVENTS INTERN WOULD ASSIST WITH:

- Stadium Concerts
- 4th of July
- Memorial Day
- Rib Festival
- Stage AE Events
- Game Days for Pittsburgh Steelers football

RESPONSIBILITIES OF THE CORPORATE EVENTS INTERN:

- Assist Marketing/Entertainment Manager with stadium events; 4th of July, Memorial Day, concerts, Rib Fest, etc.
- Assist Marketing/Entertainment Manager with events at Stage AE Entertainment Complex
- Coordinate and direct game day entertainment during Pittsburgh Steelers games
- Assist with the handling of radio and television media during stadium events
- Organize sponsor appearances at stadium events
- Act as Stage Manager for events such as the Rib Fest and the 4th of July
- Assist with production of Public Address and Video Board announcements
- Communicate logistics to radio and television personnel
- Establish working relationship with in house departments to execute events
- Assist with purchasing of event supplies (fliers, signs, etc.)
- Assist with advertisement campaigns for Heinz Field and Stage AE Events
- Assist with putting together riders for talent brought in to perform
- Assist with daily needs of Event Operations department

PSSI NEEDS/REQUIREMENTS:

- We will accept 1 student.
- The internship will run from June through August.
- Student must be available 5 days during the week (Monday through Friday) between the hours of 10 am and 5 pm as well as select weekends/nights for events.
- Must receive credit for the internship.
- Intern would also gain experience with game day planning and preparation for the upcoming season.
- Candidate must be flexible, positive attitude, takes initiative, dedicated, professional, well spoken, ability to work as part of a team, computer skills, creative, etc.

Please mail or e-mail your cover letter and resume by February 15th, 2013:

Heinz Field
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