



INTERNSHIPS WITH STAR POWER!

Future Internships The Houston Astros offer Spring, Summer, and Fall Internships in the following areas:

- ★ Ballpark Entertainment
- ★ Baseball Operations
- ★ Broadcasting
- ★ Conference Center/Special Events
- ★ Community Affairs
- ★ Engineering
- ★ Foundation Development
- ★ Graphic Design
- ★ Groundskeeping
- ★ Guest Services
- ★ Human Resources
- ★ Market Development - Bilingual
- ★ Marketing
- ★ Media Relations
- ★ Risk Management/Security
- ★ Sponsorship Sales
- ★ Ticket Operations
- ★ Tours

Internships are “COLLEGE CREDIT ONLY”! You must be enrolled in an accredited college or university and eligible to receive COLLEGE CREDIT for your participation in this internship program. If you are interested in applying for an internship with the Astros, or any other current opportunity, please visit www.astros.com and click “Job Opportunities” at the bottom the of page to apply online.

The Astros offer a scholarship to eligible students. The Houston Astros Internship Scholarship Program has been established to increase opportunities for undergraduate students of limited financial means to be able to complete full time internships with the club. For more information, visit www.astros.com and click on “Job Opportunities”.

Spring 2009 Internships



Internship Opportunities - Houston Astros (Houston, TX) – Spring 2009

***Read the information below COMPLETELY. Failure to follow the instructions will affect your candidacy.**

Please read the list of Spring internships within the Houston Astros Internship Program. After you review, you will be asked to pick 3 departments and rank them in order of your interest.

PLEASE NOTE!!!

If selected for an interview, you will be asked to come to Minute Maid Park in person. You will be responsible for your own travel arrangements.

These are full time internship opportunities, which require interns to work a 32 to 40 hour work week.

Specific duties and responsibilities will vary based upon the department but this is a "hands on" internship opportunity.

If there is a requirement such as language fluency or computer program knowledge, you **MUST** meet that requirement before selecting that as a department of interest.

ADDITIONAL REQUIREMENTS:

- Energetic and enthusiastic.
- Outgoing, positive attitude and personality.
- Must be a “team player”.
- Interested in more than just working in a high profile environment.
- Ability to multi-task and work in a fast paced environment.
- Willing to offer ideas and suggestions.
- Punctual and professional.

AND THE DEPARTMENTS ARE:

***** Ballpark Entertainment/Production***** The ballpark entertainment intern will be responsible for recording, tape logging and dubbing highlight clips from Astros games. The selected individual will also be responsible for supporting both the community development and conference center departments through its various events and player appearances. This includes operating video cameras, editing, and other production responsibilities. Other duties include creating graphics such as headshots. The internship is more suited for an individual who possesses experience in computer based programs, such as Avid, Final Cut Pro, After Effects, and Photoshop. The intern candidate should want to pursue a career in sports production. The intern candidate must be able to work all games (which may include day, night, weekend and holiday games). This intern will assume additional roles on an as needed basis. A media production major is recommended for this internship.

***** Baseball Operations ***** This intern will assist with general administrative and clerical duties which include answering phones, filing, faxing, copying, organizing archive files, sorting mail internally and helping with staff mailings. The selected individual will copy and distribute winterball statistics weekly and assist with playoff preparation and other special projects/reports as needed. This intern will also support with meeting preparations, work comp and player insurance, MVP ceremony preparation, free agent preparation, Rule V draft preparation and airport and doctor visits. This intern will assume additional roles on an as needed basis and must be proficient in Excel and Word. Fluency in Spanish is PREFERRED AND IS A PLUS.

***** Broadcasting***** This intern will manage program logs and traffic instructions from the advertising department. The selected individual is responsible for log times/affidavits of when spots ran, as well as mailing this information to the sponsors to ensure timely payment. This intern will have a close working relationship with the traffic departments at advertising agencies as well as personnel in charge of traffic at larger companies. This intern will also process ticket requests for radio affiliates and send them via UPS. The intern will assume additional roles on an as needed basis. Radio and TV major is recommended, but PR/Mktg is also a good major for this intern.

***** Community Affairs ***** The Community Affairs Intern will be strongly involved with the community, responsible for promoting a good charitable name for the organization and on some occasions will serve as the face of the organization when working with fans and charity groups. The selected individual is responsible for processing donation requests, responding to and fulfilling approved requests and tracking the team's donations in a timely manner. This intern will play a significant role in the administration of the team's various complimentary ticket programs including the charity ticket, summer reading, honor roll, and perfect attendance programs. In this position, the selected candidate will be responsible for setting up and coordinating the team's kids club – the Coca-Cola Astros Buddies – and will also assist in scheduling and coordinating first pitch opportunities, community events, player appearances, and other activities that may take place during the designated semester. The individual chosen for this position will assume additional roles on an as needed basis, including assistance with Astros in Action Foundation activities. Must be proficient in Excel, Word, Access and Outlook and be able to work all games (which may include day, night, weekend and holiday games).

***** Engineering ***** The Engineering Intern is responsible for an array of tasks which include hands-on engineering duties as well as office and clerical work. The selected individual will place orders with contractors, meet the contractors on the job site to show the problem, and process all paperwork relating to the problem. This intern may assist the engineering crew while they fix motors, reassemble gears, check piping and take apart and put together all types of machinery. This intern should have a firm grasp on engineering techniques and be proficient in Excel. The selected individual will provide customer service and deal with clients on a daily basis. The selected individual will need to handle and satisfy all customer needs within the conference center in a professional manner. The intern will hook up all Audio/Visual equipment for the clients (which may include laptops, projectors, mixing boards, etc.) and may be required to run through a tutorial to show the clients how to use each piece of equipment. Another major responsibility of this intern is being familiar with the set up for press conferences. Recommended majors include engineering, sports management and A/V and proficiency in Excel and Word is required. Knowledge of AutoCad is a plus. This intern will assume additional roles on an as needed basis.

*****Foundation Development ***** The Foundation Development Intern will be strongly involved with the Astros In Action Foundation and is responsible for promoting a good charitable name for the Foundation and the Astros organization. The selected individual is responsible for processing and responding to donation and group ticket requests as well as mailing out or delivering the approved donations/tickets. The intern will assist in scheduling and coordinating events that may take place during the designated semester, as well as schedule community events with local children and the players. The selected intern will assume additional roles on an as needed basis. Must be proficient in Excel, Word and Outlook and be able to work all games (which may include day, night, weekend and holiday games).

***** Graphics ***** This intern will work closely with Marketing and other departments in creating a wide range of print graphics including but not limited to: ballpark signage, promotional items, brochures, posters, flyers, postcards, and invitations. In addition, they will help create print ads and interact with various print publications uploading to their FTP sites and performing other functions on an as need basis. Candidates must have an extensive working knowledge of Adobe Indesign, Illustrator and Photoshop on a MAC operating system. Must be able to handle multiple projects under flexible and extreme deadlines. Strong understanding of the printing process and web design is a plus.

***** Groundskeeping ***** This intern's main responsibility will be to learn and assist with the maintenance of the field and ballpark grounds ensuring the field is game and camera-ready. This may include stripping the infield, keeping the dirt moist, learning fertilizer calculations, patching infield holes, leveling home plate, trimming trees outside the ballpark, picking up trash, edging the infield, and many other related duties on an as need basis. This intern will also assist with the maintenance of all equipment as well as help set up pre-game activities such as batting practice. The intern will assume additional roles on an as needed basis. The selected intern should have familiarization with mowers, blowers and tractors and must be a hard-worker and team player. Please note-this intern will work on the field at all times.

***** Guest Services ***** The Guest Services intern plays an integral role in ballpark operations on game day and helps oversee a staff of approximately 250 ushers, ticket takers, and ballpark supervisors. Candidates should have strong interpersonal and communication skills, demonstrate initiative, and be prepared to work extended hours and weekends. The selected individual manages lost and found by maintaining a log and addressing messages/inquiries left by guests. Other responsibilities include responding to fan feedback emails on a daily basis, updating personnel files, and generating staffing sheets. The Guest Services interns will also be in charge of staffing for conference center needs, such as tours, parties and other events. The Guest Services intern regularly networks with a variety of departments within the organization as well as external business partners and will assume additional roles on an as needed basis. Must be proficient in all Office programs, including Excel.

***** Human Resources ***** The Human Resources intern will play an integral role in the recruiting efforts of future interns and other part time staff positions. This intern will perform administrative and clerical duties which include filing, faxing, processing paperwork, making phone calls, prepping letters, organizing and creating personnel files and other necessary functions. Other duties include helping create termination reports and other reports with a strong emphasis using Excel. The selected individual assists in the issuance of stadium credentials/badges year round. Desired major for this intern is Human Resources, but not required. The selected individual must be professional and able to handle a large amount of confidential information. This individual must feel comfortable asking questions, interviewing, and passing along information in a professional and confidential manner. This intern will assume additional roles on an as needed basis.

***** Market Development ***** The Market Development department's primary goal is the development of niche marketing programs targeted at continuously expanding the ball club's fan base. The department works in such areas as Spanish-language marketing and community programs, special niche and general market sponsored events, team website content development, as well as Spanish television and radio broadcast. Please visit our Spanish website at www.astrosdehouston.com for more information. The Market Development intern will assist in keeping track of all Astros international media efforts, including print publications, radio and TV broadcast spots and the Spanish website, developing programs to increase traffic to the Spanish website, and serving as a liaison with sponsors via email and phone and may sometimes include in-person meetings. This intern will also assist in the editing and publish articles for the team's Spanish publication, "Cronicas de los Astros" and with the supervision of the Spanish radio broadcast. Other responsibilities include translating all game recaps in Spanish in a timely manner for dissemination among the Astros extensive international media database. The intern is also responsible for keeping an up-to-date clippings file to keep track of the Astros international media coverage. At times, the selected intern will interview players in Spanish as well as

translate press releases into Spanish. Other duties include organizing bi-lingual baseball clinics and other Spanish community initiatives by coordinating and logistically planning the events with the players. The intern will assume additional roles on an as needed basis. MUST BE fluent in both Spanish and English (writing, speaking and translating) and have extensive copywriting knowledge. Majors for this intern may include Marketing, Sports Management and Spanish.

***** Marketing ***** This intern will serve as the main point of contact for all scoreboard messages that come in via the website. This particular intern will help coordinate and research special events which may require contacting outside vendors and/or researching other team's events. This intern will primarily assist with theme nights, special events and promotions. A major responsibility of this intern is to draft the radio promotions for game-day broadcasting as well as reporting a recap of all media exposure for sponsors. This intern will also assist with pre-game activities such as the National Anthem, First Pitch and others, and will also schedule the street team intern's events throughout the city. The intern will assume additional roles on an as needed basis. This intern must act as a professional at all times and be able to work all games (which may include day, night, weekend and holiday games). Must have both excellent written and oral communication skills and be proficient in Excel and Word, and must also be an excellent copywriter as they may need to develop copy.

***** Media Relations ***** The Media Relations intern will deal exclusively with the media; both for internal and external purposes. The selected individual will sort through all newspaper sites, package all pertinent clips, and distribute it throughout the office or to media personnel. This intern will also run the minor league reports and recap all the games from the previous day. Other duties include running stat packets for media and internal use. This intern will set up the press box for media personnel prior to the games, as well as pass out media credentials on game days. This intern must be proficient in Word, Excel, and PageMaker or InDesign and be able to work all games (which may include day, night, weekend and holiday games). Recommended majors include anything in the Communication field, particularly journalism, public relations and marketing. This intern will assume additional roles on an as needed basis.

***** Risk Management/Security ***** The Risk Management/Security intern will provide basic clerical assistance such as filing, preparing monthly in-house vendor First Aid reporting for billing purposes, data entry, monthly statistical reports and update and maintain in-house medical worker comp payments. This intern will also aid in litigation research in preparation for responses to interrogatories, maintain certificate of insurance system, assist re-pricing medical bills, various research projects, building walk-through inspections, and worker comp Q & A with TPA regarding research information. The selected individual will generate certificate of insurance letters to vendors, contractors and subcontractors regarding renewal certificates and assist with Security and Risk Management project with database/incident/statistical reporting. Gameday duties will apply to this internship in the area of Security administration. This intern will assume additional roles on an as needed basis.

***** Special Events/Conference Center ***** This internship will work with the Special Events/Conference Center Department to handle all non-baseball game events and meetings held at Minute Maid Park. Our business is 85% corporate and is wide-reaching to include business meetings, galas, trade shows, batting practice and softball games, holiday parties, corporate events and wedding receptions and Bar Mitzvahs. The internship requires a responsible self-starter who loves a fast-paced, team-oriented environment. They will be relied on heavily to assist our dynamic department meet our day to day operational goals. This person must be a strong communicator with above average computer skills. They will be responsible for administrative tasks such as contract generation, filing, answering the phone, disseminating information and taking detailed messages as well as database upkeep. This person will also assist in the sales and event management process. Duties will include selling and coordinating all Engagement and Bridal Photo Shoots at Minute Maid Park, sending out detailed audiovisual requests and internal event sheets on various meetings and events, maintaining department promotional item inventory, assisting with client site visits and assisting in the management of events and meetings held at Minute Maid Park. The Special Events/Conference Center intern will work with many departments

within the Astros Organization as well as our partners in ARAMARK Facility Services and ARAMARK Catering. They will also deal with our corporate and social clients. Ideal intern candidates will possess maturity and poise to deal with all these entities. This internship may require working additional hours during the week and some weekends.

***** Sponsorship ***** The intern will work extensively with contracts and proposals for sponsorship accounts. This includes making ledgers from existing contracts and composing new business proposals to sell sponsorships/billboards throughout the park. This intern may deal with large sponsors and therefore must be professional at all times. The selected individual will have pre-game activities and may be required to assist with hosting sponsors and events before and during games. This intern must be able to work all games (which may include day, night, weekend and holiday games), and must be proficient in PowerPoint for editing purposes. The interns will assume additional roles on an as needed basis. Recommended majors for this intern are Marketing and Public Relations.

***** Ticket Sales and Service ***** By joining the Astros Ticket Services staff, the intern will leave with experience in both sales and operations. This intern will actually sell Astros season, group, individual and suite tickets throughout the duration of their internship. For an intern intrigued in a career in the sales industry, this is the ideal opportunity. During the season, this intern will be responsible for the MVP phone line handling all season tickets, suites and other special seating. The selected individual will also participate in a rotating box office shift with the other interns in this department which will consist of walk up tickets at the customer window and will call tickets. This intern will also be responsible for printing out tickets and setting up accounts for youth programs and special ticket packages. The intern will be responsible for a particular group night of their choice. This group night will consist of contacting the organization, setting up and processing tickets for that group and following up to ensure they have what they need while serving as their host for the game. In the off season, this intern will focus on assisting the sales staff and taking an active role on the phone with the season ticket sales rush. During the off-season this intern will complete various sales and financial related reports. The intern will assume additional roles on an as needed basis. This intern must be ambitious; self motivated and always represent the organization in a professional manner. Must be proficient in Microsoft Office and have excellent verbal communication skills.

***** Tours ***** This intern will book and coordinate events including birthday parties and tours. A large role of this intern is to educate guests about Minute Maid Park, the history of the ballpark and Union Station as well as the team in a professional but fun manner. The selected individual must be a strong public speaker. There may be parties/tours ranging from a handful of people up to 200 people at any given time. This intern is also responsible for creating and coordinating educational learning center activities which can be incorporated and used in the Texas School System. This includes researching ideas and being a creative thinker. This person will also have the duty to sell and increase the event schedule and arrange accommodations for each event. This person will also have an active role in office work, data base management and marketing tours/birthday parties. This internship may require working additional hours during the week and some weekends as needed. This intern will assume additional roles on an as needed basis. Must be proficient in Excel and Word and a strong public speaker. Prior experience working with kids is a must.

NOW WHAT?

- 1) Submit your resume and cover letter at www.astros.com.
- 2) Answer the qualifying questions listed.
- 3) Wait to hear from the Houston Astros.
- 4) No calls please! We will make every effort to contact every applicant at some point during the recruitment process but that point depends upon how early you submit your resume, your qualifications, the quality of your submission.

THANK YOU FOR YOUR INTEREST IN THE HOUSTON ASTROS BASEBALL CLUB. WE HOPE YOU WILL BE A PART OF OUR TEAM AND OUR INTERNSHIP PROGRAM DURING THE CLUB'S PUSH FOR ANOTHER NATIONAL LEAGUE CHAMPIONSHIP AND THE 2009 WORLD SERIES!

Note: When you apply for this job online, you will be required to answer the following questions:

1. **YES/NO: Can you receive college credit if you were selected for this internship opportunity?**

If you answer NO to this question, you are not eligible to participate in our program

2. **YES/NO: Can you facilitate housing for yourself in the Houston area during the internship?**
3. **Please list, in order of preference, your THREE (3) departments of interest.**