

# ERIE OTTERS

# 2025 Professional Student Internship



## YOUR OPPORTUNITY

Urban University is excited to have been chosen by the Erie Otters organization for a developmental internship experience for our students seeking to advance in hands-on professional leadership and work opportunities. The internship will focus on promotion and game day operations and media and communications.

## GAME PLAN

Students will be split in two teams of three and will always be accompanied by Urban University adult mentors. Student teams will spend three games focused in each area for a diverse and well-rounded professional experience.

## TEAM REQUIREMENTS

### TO BE CONSIDERED STUDENTS MUST:

- 1) Demonstrate mature, industrious, and dependable character.
- 2) Commit to participating in our 2025 Leadership In Action course in February.
- 3) Be available to attend all internship game dates including the Family Orientation on Saturday, January 11.

## SEE BACK FOR DETAILS

## GAME DAY

### PROMO CREW & FRONT OF HOUSE

**Students will:** Greet fans // Hand out giveaways // Read the game night script // assure all pregame/intermission items are in the promo tunnel // Roll t-shirts // Finding contestants for intermission games // Assist with pregame anthems, puck drops, color guard and all other ceremonies // Set up lights and fog machines for player introductions // Assist with On-Ice intermission games (including chuck-a-puck, throw t-shirts into the crowd for t-shirt toss) // Put promo items back in an organized manor // Hand out coupons as fans leave // Set up and organize the Fan Assistance Center // Set up and organize the Kids Zone sign making station // Sell 50/50, jersey raffle tickets and chuck-a-pucks // Answer fan questions and radio the correct staff member to help if needed // Confirm the 'jersey raffle' and 'chuck-a-puck' winners and hand them their prize(s).

### MEDIA & COMMUNICATIONS

**Students will learn/assist with:** Basics of media relations and communications // Crash course on cables and equipment // Distribution of Game Notes and prepping the press box // Placing Game Notes and water at each seat // Ensuring proper amount of seats and press box space for all individuals // Set up and tear down of Media Room // Assuring whiteboard with proper teams is set up in Media Room // Filling in lineups and starters // Shadow writing of post-game recap // Set up and tear-down for PTPS // Set up and tear-down media availability // Broadcast set-up and tear down, Filming of "Live Hits" // Prerecorded on-camera video // Crash course on Adobe Creative Cloud // Crash course on audio set-up // Shadow clipping highlights // Introduction to building a highlight reel.

IT TAKES  
COURAGE  
TO LEAD



## TEAM SCHEDULE

### FAMILY ORIENTATION:

**Saturday, January 11, 4pm - 5pm**

Student and their family are invited to attend this informational session to meet the Erie Otters staff, tour the facility, and learn about the internship details and expectations. A special group dinner will follow at the Erie City Mission Youth Classroom and then return for the hockey game that evening.

### GAME DATES:

- Friday, January 24
- Saturday, January 25
- Saturday, February 8
- Friday, March 7
- Saturday, March 15
- Saturday, March 22

### TIME:

- Arrival – 5:00pm
- Dismissal – 10:00pm

### DRESS:

- Khaki pants
- Staff shirt will be provided by Erie Otters.
- Shoes - Neat, comfortable, non-slip, close-toed.

