



Retail Marketing & Operations **Northwest Arkansas Naturals Baseball**

Rich Baseball Operations is one of the premier owners in Minor League Baseball today, with 30 years of experience in the industry. The primary function of this position is to work closely with the Sr. Director of Retail in helping with day-to-day tasks related to our online and in-park team store, while lending some support to other areas of the department.

Primary Responsibilities / Accountabilities:

- Assist with merchandise planning for the Naturals, including inventory control and online presence at nwanaturals.com
- Maintain consistent online marketing presence through Naturals social media channels
- Maintain marketing calendar to track both campaigns and results
- Assist in updating Naturals Team Store at nwanaturals.com to ensure latest merchandise is reflected and presented professionally
- Maintain current trends in merchandise and process merchandise orders accordingly.
- Help ensure Naturals team store is presented professionally and stocked for all events
- Assist with monthly inventory
- Assist with all business-related aspects of End-Of-Month for accounting related to team store, gameday revenues and ticketing revenues
- Assist with game-day staff scheduling as asked
- Assist with quality control of staff during games and events, ensuring policies and procedures are being followed

Skills required:

- Proficient in Microsoft Office
- Ability to learn and master new software programs as necessary
- Consistent, punctual and regular attendance
- Professional image and demeanor
- Flexibility to work evenings and weekends

Experience required:

- High level of demonstrated professionalism, integrity and ability to maintain sensitive information and appropriate decorum

This is a paid hourly internship. Hours will rotate throughout the season to enhance the experience but will include nights, weekends and occasional holidays. Interns will work 30-40 hours per week on average.

Applicants should forward a resume, cover letter, and references to:

Morgan Helmer
Sr. Director, Retail, Licensing & Event Experience
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