



Job Title:	Ballpark Operations Assistant		
Department:	Stadium	Reports to:	Ballpark Operations Manager
Type:	Regular	FLSA Status:	Non-Exempt
Position Type:	Full-time (Seasonal)	Pay Type:	Hourly

COMPANY BACKGROUND

The Reno Aces, Triple-A affiliate of the Arizona Diamondbacks, is Northern Nevada's premier professional sports organization deeply rooted in the local community. Located at the base of the Sierra Nevada mountains in the heart of downtown Reno, the Aces boast excellence on and off the field. A two-time Pacific Coast League champion (2012 and 2022), the Aces have reached the post-season in two of the last three seasons, while being supported by an outstanding fan base, enjoying the highest attendance at Greater Nevada Field since 2015.

POSITION SUMMARY

The Ballpark Operations Assistant is primarily responsible for assisting the Operations department with gameday duties ranging from set-up, post-event breakdown and parking operations.

Essential Duties

- Support all aspects of Operations department including Stadium Operations and Parking Operations
- Lead gameday parking shuttle service
- Support oversight of parking and traffic staff
- Interact with the public to resolve parking-related issues
- Fill in for parking staff as needed
- Actively provide direction and enforce safety rules to ensure a safe and friendly atmosphere for colleagues and guests
- Assist in the setup and breakdown of baseball games
- Assist in stadium signage installation process
- Provide operational support during non-baseball events
- Regularly operate forklifts, pallet jacks, and golf carts
- Assist in assembling and relocating furniture and assets within the stadium, including storing promotional items
- Other duties as assigned

COMPENSATION

- \$16.50/hour

QUALIFICATIONS

- Must be comfortable working with the public and have strong interpersonal and communications skills.
- Excellent organizational and time management skills.
- High energy, self-starter, attention to detail.
- Experience in handling credit card and mobile payment processing systems preferred.
- Ability to learn Reno Aces ticket and ballpark policies.
- Forklift certification is a plus.
- Completion of a satisfactory background check.

WORK ENVIRONMENT

- Work in fast-paced environment
- Majority of work is conducted outdoors in varying weather conditions.
- Flexibility to work long hours, evenings and weekends

PHYSICAL REQUIREMENTS

- Must be able to lift and carry up to 50 pounds
- Ability to stand and walk for extended periods of time, stoop, kneel, crouch, and climb stairs
- Ability to walk briskly or run as the position requires