

**Fall 2006 University at Albany Athletic Department
Game Management & Marketing Job Opportunities**

Marketing Team Members

Work during all Football and Basketball Games. Marketing Team Members will be required to know the duties of all positions. Positions include:

Will Call Workers- Are required to greet fans upon arrival; check names on will call list and issue tickets to customers on list from both home and visiting teams; customers must have valid id to pick up tickets.

Ticket Sellers- Are required to greet fans upon arrival; sell tickets to fans in either the box office or specialized tables in facility and issue change as needed. Tickets are sold for \$8.00 reserved, \$6 Adult General Admission and \$1.00 for child general admission tickets. UAlbany students are free with valid student id.

Ticket Takers- Are required to greet fans upon arrival; rip ticket stubs as fans enter facility.

Ushers- Are required to greet fans upon arrival; help and assist fans with seating in reserved areas. Must also check that all fans entering the specified areas have tickets for the event.

Hall of Fame Attendants- Are required to greet all fans as they enter the VIP tent or box and to assist and help fans as needed; must check that all members are on the list in order to ensure proper access to VIP tent or box; highlight or cross off all of those members that enter into the VIP tent or box.

Merchandise Tent - Are required to sell merchandise with regards to a specific pricing list to fans and customers; must handle financial transactions and give out change as necessary.

Contest Management

Contest Management workers are on site at every UAlbany Athletic Event. Jobs range from Ball person to clock operator. Contest Management Positions report to Maria Moon, Assistant Athletic Director for Recreation & Aquatics.

Student Assistant Game Workers are scheduled to work as either a Marketing Team Member or Contest Management Worker. Please note that as a student assistant worker you are only allowed to work up to twenty hours per week. Each game is typically reported as a four hour commitment and if you have another Student Assistant or Work Study job on campus, those hours contribute toward your weekly total as well.

If you are only interested in working a Contest Management position please contact Maria Moon directly at (518) 442-3067 or mmoon@uamail.albany.edu

Arriving to work

The different positions require different arrival times for your job. The different times will be announced and you will be scheduled appropriately. The gates open one hour prior to each basketball game. Most report times will be an hour and a half prior to the game.

You are expected to be dressed, signed in and ready to start working at your designated report time. This does not mean that you are in the parking lot an hour and a half before the game. These means that you have signed in at the merchandise store or designated area and are ready to be stationed for your job.

Please make arrangements to leave all IPOD's, MP3 Players & cell phones turned off and in your bag, in your car or at home. Staff are hired to be attentive to our customers needs, plus you are occasionally in a position where the game action may spill over into the crowd. For the convenience of our fans and your safety, the use of any of these devices during your shift *is strictly prohibited*. If you have extenuating circumstances and must have your cell phone on during the game, please inform a supervisor of your situation. We are more than accommodating and understand that emergencies can arise. Any unexcused use of these devices will result in immediate dismissal.

**Fall 2006 University at Albany Athletic Department
Game Management & Marketing Job Opportunities**

Appearance and Expectations

Dress Code

UAlbany Marketing Team Members are expected to arrive at work in Khakis Pants and a plain white-collared dress shirt (or Staff Shirt during Football), and appropriate footwear. Shorts, Jeans, or any other garment deemed inappropriate for a professional work environment are unacceptable and that individual will not be allowed to work that game. Appropriate footwear includes: Clean White or Black Sneakers (For Football and basketball), or Dress Shoes for basketball. Open-toed shoes or sandals are not permitted.

For Basketball: When you arrive to work, you will be given an event staff vest to wear over your white collared shirt. This vest will be returned at the end of your shift.

Contest Management

Indoor events: (Volleyball): Tan casual pants. Clean sneakers. *No high heels no shoes, no sandals, **NO JEANS or sweatpants. No hats please.*** You will be given a white or staff t-shirt or gold T-shirt to borrow during the game. All shirts must be tucked in at all times.

Outdoor events: (soccer, field hockey, football & lacrosse): tan casual pants preferred (black or gray ok too). Wind pants are ok especially if they keep you warm and dry. Clean sneakers. **NO JEANS or sweatpants. No hats or clothing with other college logos please.** You will be given a white polo type shirt, a gold T-shirt or black v-neck staff pullover to wear during the game. If it is raining we have gold ponchos. Dress warm...bring gloves, a warm coat, an umbrella etc. UAlbany attire preferred if you have it. Don't forget the long underwear if its cold! Whatever it takes to keep yourself warm and dry.

Parking

For all Football and Basketball Games the RACC Athletic Complex Parking Lot is a paid, reserved lot. Game workers, event staff, game officials, students and student-athletes are not permitted to park in the RACC Lot without paying the \$5 per game charge. Cars parked in the Reserved Lot without proper parking passes will be ticketed and towed.

Parking for game workers is in the Dutch Quad Parking Lot. If you live on campus and are working a game, you are encouraged to walk from your dorm.

Pay

Regardless of whether the game is on our campus or off campus all workers are paid bi-monthly on a Student Assistant timesheet, \$6 per hour. Each game is a minimum of 4 hours per shift.

Summary

If you are selected for any of the positions listed above, you will be held to the same expectations that all University employees are subject to. We have a limited number of positions available and hours will be distributed to those who have an outstanding work ethic, show up on time or early, a neatly dressed and comply with the athletic departments dress code and handle themselves in a professional manner at all times. Working in the athletic department is an excellent way to earn extra money and receive valuable work experience. If chosen, the experience will be what you make of it. Thank you for your time and GO GREAT DANES!

If you feel that you will be a good candidate for one of our open positions please contact Rob Totaro, Director of Marketing and Ticket Operations at (518) 437-4415 or rtotaro@uamail.albany.edu. If you are applying for a Marketing Team Member position, please make plans to attend a brief orientation on September 6th at 5:00pm.