

Wednesday, August 03, 2011

To Whom It May Concern,

PSSI Stadium LLC at Heinz Field is currently looking for qualified applicants for internship positions available for the spring of 2012. We believe this internship can offer valuable experience in the areas of stadium and event operations, guest services, and event planning. Furthermore, we believe an internship at Heinz Field with PSSI Stadium LLC can not only give students a great experience, but also help them develop connections that may one-day lead to a full time job with a sports organization. In order to be eligible for this internship, applicants must meet the following criteria:

- Must be able to receive college credits for the internship
- Must be able to work at least 35 hours per week excluding event days/special events
- Gain event experience through working Heinz Field Events
- Preferred majors are Sports Management, Sports Marketing, Event Planning, etc., however other majors will be considered
- Juniors or Seniors preferred
- Must be dedicated and hard working
- Willing to take initiative
- Excellent communication skills

I have attached a copy of our needs and a list of some of the responsibilities that we ask of our interns. I would like to have all resumes for the spring candidates by Friday, September 9th, so we can begin the interview and selection process. We will re-issue this information and a deadline for submitting resumes for the summer of 2012. However, if you have students inquire about the summer 2012 internship, they can submit their resumes at any time. You can direct students to e-mail their resume and cover letter to employment@steelers.nfl.com or call me with further questions. I would like to thank you in advance for your assistance. Please feel free to contact me if you have any questions.

Sincerely,



Mafia DeNunzio

PSSI Stadium LLC

Guest Services & Tour Manager

412-697-7146

employment@steelers.nfl.com



PSSI STADIUM LLC EVENT OPERATIONS
SPRING INTERN RESPONSIBILITIES

- Assist with daily needs of Event Operations department.
- Assist Event Operations Department with stadium events; Dedication Equals Success Party, Easter Brunch, Club Events, concerts, boxing, etc.
- Assist with Heinz Field Job Fair; interviewing, recruiting, notification, etc.
- Assist with preparation for 2012 season; planning, correspondences, meetings, etc.
- Assist with daily operation of Luxury Suite department; ticket distribution, mailings, suite survey, etc.
- Assist with the Heinz Field Tour program
- Assist with the PSSI Stadium LLC Uniform Room; maintaining cleanliness, placing and removing items in/out of inventory, updating inventory on V drive, etc.
- Assist with the purchasing of event supplies. (ex. Signs, fliers, brochures, etc.)
- Assist with off season surveys of other NFL Buildings; policies, procedures, operations, etc.
- Assist with the contribution of articles for our Team Member Newsletter.
- Assist with correspondences between Team Members and management and other organizations.

*Please mail or e-mail your cover letter and resume **by Friday, September 9, 2011** to:

Heinz Field
Attn: Maria DeNunzio
900 Art Rooney Avenue
Pittsburgh, PA 15212
employment@steelers.nfl.com
Phone: (412) 697-7146



2012 PSSI STADIUM LLC INTERN NEEDS

EVENT OPERATIONS INTERNS

Interns would work within various departments; Club Events (Cayce Pastoor and Nikkie Dvorchak), Event Operations (Rob Thompson and Greg Hoyer) Guest Services & Tours (Maria DeNunzio) and Suites (Brea Conaboy)

- # of Interns Desired:*** January 2012 through May 2012 (3)
May 2012 through August 2012 (3)
End of August 2012 through end of football season (3)
- Length of Internship:*** Interns would be scheduled based on their availability as well as our event schedule.
- Duties/Responsibilities:*** Assist with Heinz Field Team Member Job Fair, Team Member Trainings, Heinz Field Tours, Outside Events (concerts, festivals, walks, charities, etc.), Club Events (weddings, business meetings, bar mitzvahs, etc.) Preparation for 2012 Season, Suite Holders Appreciation Events and daily office responsibilities.
- Candidate Requirements:*** Flexible, positive attitude, takes initiative, dedicated, professional, well spoken, ability to work as part of a team, computer skills, creative, etc.