



SWSE Internship: Business Operations Intern

Department: SWSE Tickets (Wolves, Spartans, Five, Cyclones & Live Events)

Reports to: SWSE Manager, Tickets & Fan Experience

Location: Sudbury Office – Not Remote

Summary:

The SWSE team delivers the best sports entertainment in Greater Sudbury with the Wolves, the Five, the Spartans, and the Cyclones. We are looking for innovative team members ready to take the best entertainment brands in the city to the next level. Join an organization that values bold ideas, professional growth, and employee wellness.

SWSE is seeking a driven and enthusiastic Business Operations Intern to join our team. This role offers the unique opportunity to gain insight into the business side of sports and entertainment, supporting the Business Operations department which includes ticketing, sponsorships, merchandise, partnerships and food and beverage. This role provides a great opportunity to gain hands-on experience in a dynamic environment, working on a variety of projects that impact the overall business.

Responsibilities:

- **Event Operations Support:** Assist in the coordination and execution of live events, including sports games, concerts, and other entertainment events, ensuring operational efficiency, particularly in the ticket department.
- **Data Analysis & Reporting:** Assist in analyzing business performance data related to ticket sales, merchandise, concessions, and sponsorships, providing insights to improve future operations.
- **Process Improvement:** Collaborate with departments such as Ticketing, Merchandising, and Partnerships to help identify areas for process enhancements, contributing to smoother workflows.
- **Project Support:** Participate in the planning and execution of key projects aimed at enhancing fan experiences, operational logistics, and venue performance.
- **Cross-Department Collaboration:** Work closely with teams across marketing, sales, finance, and customer service to align business strategies and operational processes.
- **Inventory Management:** Assist in the tracking and management of inventory for merchandise and concessions, ensuring timely replenishment and accuracy.
- **Administrative Support:** Provide support with scheduling, coordinating meetings, and other daily tasks that contribute to the seamless execution of events and operations.

SW SPORTS AND ENTERTAINMENT INC.

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Qualifications:

- Currently pursuing a degree in Business, Sports Management, Operations Management, or a related field.
- Passion for sports and entertainment, with a keen interest in how the business operates behind the scenes.
- Strong analytical skills and ability to work with data to derive actionable insights.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Excellent communication and teamwork skills, with the ability to work effectively in a fast-paced environment.
- High level of attention to detail and ability to handle multiple projects simultaneously.
- Previous experience or internships in sports, entertainment, or events is a plus.

Commitment:

- A minimum of 35 hours/week during standard office hours
- In addition to working long and unpredictable hours on weekdays, weekends, and holidays as needed.

Sudbury Wolves Internships are unpaid; however, an honorarium may be awarded at the end of the term relevant to the position.

This position is available over three school placement terms, including the Fall (September to December), Winter (January to April), and Spring/Summer term (May to August).

All those interested are encouraged to submit their resume and a short-written response, summarizing your interest in the role and ambitions to: miranda.boivin@swse.ca

Please also indicate the term interested in. We thank all applicants for their submission, however only those moving forward in the process will be contacted.

About SWSE:

SW Sports & Entertainment (SWSE) is a vibrant, innovative organization that boasts a wide array of thrilling entities. This includes the Sudbury Wolves Hockey Club, Sudbury Five Basketball Club, Sudbury Spartans Football Club, Sudbury Cyclones Soccer Club, Greater Sports Branded Apparel, Out of Home Sudbury Advertisement, SW Food & Beverage and our promotions company. Our mission is rooted in bringing world-class sports, entertainment, and events to the Greater Sudbury region. We pride ourselves on providing unforgettable experiences to our fans and the community. As a part of the SWSE team, you'll have the opportunity to thrive in a fast-paced, exciting environment. Our organization offers endless potential for growth and professional development, working alongside a team of talent!

