



FINANCE INTERN JOB DESCRIPTION

About Global Spectrum:

As the fastest growing venue management firm in the world, Global Spectrum provides innovative leadership for public assembly facilities, including arenas, civic and convention centers, stadiums, ice facilities, equestrian centers and theatres looking to privatize. As a subsidiary of Philadelphia based Comcast-Spectacor, Global Spectrum also operates two other businesses, Front Row Marketing and Global Spectrum Asia, Ltd. In addition to Global Spectrum, Comcast Spectacor maintains ownership of the Philadelphia Flyers (of the NHL), the Wells Fargo Center, the Wells Fargo Complex, and Comcast SportsNet.

Reports to: Director of Finance

Requirements:

- Strong writing and communication skills
- Working knowledge of Word, Excel, and accounting software a plus
- Ability to meet deadlines, work in a timely manner
- Must be assertive, outgoing, creative, hard-working, resourceful, independent thinker who is greatly interested in working in Finance
- Must be rising college junior or senior seeking an internship to satisfy a college credit requirement (Internship is unpaid, and housing/transportation are the Interns' responsibility)

Job Duties:

- Learn to maintain data files
- Learn to analyze various G/L accounts
- Compile and complete event info
- Perform duties and responsibilities as assigned
- Assist Staff with miscellaneous projects

To apply:

Please send your resume to Birgit Evans at bevans@arccc.com.