



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB DESCRIPTION**

**Job Code: 6013**  
**Date: 12-16 week program**  
**Salary: \$17.00/hr**

**JOB TITLE:** Air Service Development Intern

**REPORTS TO:** Director, Air Service Development

**DEPARTMENT:** Administration

**DATES:** May - August, with flexible workdays/hours.

**APPLICATION PROCESS:** Junior or Senior status students who want to be considered for this internship should send a resume and cover letter directly to the Human Resources Department at the Sarasota Manatee Airport Authority – [SRQHR@flysra.com](mailto:SRQHR@flysra.com) or mail to: 6000 Rick Piccolo Circle, Sarasota, FL 34243

Minimum education and licenses must be met by the closing date to be considered eligible.

**INTERNSHIP JOB SUMMARY**

- Research and analyze potential new nonstop routes and airline opportunities using U.S. Department of Transportation (DOT), industry, and airport data sources.
- Track and evaluate existing route performance metrics including load factors, capacity, fares, and passenger leakage to identify risks and growth opportunities.
- Identify top markets for new or expanded service based on regional demand, demographic trends, and competitive analysis.
- Compile and manage datasets from the DOT, airline schedule databases, and aviation industry reporting tools.
- Update, as needed, demographic, tourism, and economic indicators for the Sarasota Bradenton region to support airline business case development.
- Complete recurring and ad hoc reports, dashboards, and presentations summarizing demand, capacity, fares, and market performance for internal and external stakeholders.
- Assist in preparing business cases and air service proposals used in meetings with both incumbent and prospective airlines.
- Attend community events to promote nonstop air service and educate stakeholders about SRQ's air service trends.

- Monitor airline announcements, earnings calls and press releases, schedule changes, aircraft orders, and peer airport activity to identify potential impacts or opportunities.
- Benchmark the Air Carrier Incentive Program (ACIP) against peer airports to ensure SRQ's competitiveness in expanding air service.
- Support other SMAA departments and regional partners with data requests and projects as needed.

### **MATERIALS AND EQUIPMENT USED**

Computers, Office Equipment, Communications Equipment, Common Use Terminal Equipment, Motor Vehicles, Access Control System, Paging System, Flight Information Display System.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience:**

Hold the junior or senior status in an accredited aviation management college/university program. The individual must have a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale.

#### **Licenses and/or Certifications:**

Possession of a valid US state Driver's License.

Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.

#### **Knowledge, Skills, and Abilities:**

Has general knowledge of the purpose and activity of airports.

Has general knowledge of aircraft and flight characteristics.

- Detail oriented with a keen eye for accuracy in all aspects of the job
- Proficient in Microsoft Office applications including Excel and PowerPoint
- Experience with analyzing data and creating presentations to convey key points
- Familiarity with U.S. airline business models, networks, fleets, and strategies
- Team player with strong written and verbal communication skills

Ability to remain courteous and in control when in unusual circumstances.

#### **Work Environment:**

Works a flexible schedule.