



NCF Baseball Stars Internship

Position: Marketing & Public Relations Director

Duties include but are not limited to:

The Marketing & Public Relation Director responsibility are but not limited to prospect, establish and research leads to corporate relationships and sponsors. Develop corporate partner proposals. Maintain professional relationships with existing corporate partners. Establish new local, regional and national partners. Coordinate corporate partner presentations and all related responsibilities. To oversee and follow through on corporate programs to ensure fulfillment of commitments. Assist with presentation of games and special events. Barter that will benefit the organization. Organize events outside of stadium.

Communicate with the area recreation and Babe Ruth programs. Promote camps and games to area market and help drive attendance for home games. Assist with all related Public Relationship efforts for the team and league. Monitors and analyzes sales and marketing activity against defined goals. Develops, monitors, and evaluates relevant business intelligence to define future opportunities and to mitigate business. **Must be willing to work long hours including nights, weekends and holidays.**

- Assist in creation of promotional flyers and various literatures pertaining to NCF Baseball Stars through print, broadcast, and the Internet
- Create and maintain a mailing list for all current and potential sponsors
- Prospect local businesses and organizations for potential sponsorships or advertising opportunities
- Maintain communication with sponsors and advertisers
- Develop and implement on-field promotions activities
- Assist with stadium operations and sports information when needed
- Perform other administrative duties as assigned



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Position: Sports Information Director

Duties include but are not limited to:

The sports information director is responsible for the various sources of media attention to the teams or facilities including writing and printing game schedules, promoting attendance to sporting events, working with outside and in-house media coverage, and arranging and planning advertising and information to play-offs and championships if the team progresses. This may include producing brochures, posters, newspaper releases, advertising campaigns and even organizing transportation for fans and families of the players. The sports information director also advertises the recreational use of the various facilities and communicates to the staff and students the services available.

The sports information director usually attend the games and coordinates media coverage. This may include setting up player or coach interviews or provide team rosters, statistics and other information to the reporters. During championship games the sports information director may also coordinate broadcasting of the game, depending if they are home team or the visiting team. For home games the sports information director is responsible for submitting the official score to the Great South League and other agencies as required.

The sports information director may also be required to maintain and develop the sports and athletics department web page. This may mean adding current scores, providing information about players, games, injuries or human interest stories. Some sports information directors in larger colleges, universities, or professional team may have assistants that work on specific information services but many complete most of the requirements themselves. Must be willing to work long hours including nights, weekends and holidays.

- Keep and maintain the team scorebook and statistics
- Report team and player statistics to local media and the Great South League
- Coordinating in-house and outside media services on game days. This may include scheduling player and coach interviews before or after the game.
- Scheduling all games, sporting events and recreational sporting events
- Contracting with outside vendors and printers for publication materials when needed.
- Assist with stadium operations and marketing as needed
- Perform other administrative duties as assigned



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Position: Stadium Operations Director

Duties include but are not limited to:

The Stadium Operations will encompass all areas of stadium operations from baseball game execution, field maintenance, office operations, event planning and execution and building maintenance. Specific projects will include, but not limited to: check in and out for maintenance, tracking keys, helping with office and suite housekeeping schedule and batting practices for teams before games. Inventory and maintain items used for Extra Event service issues.

There will be a heavy emphasis on sales, but also in tickets, merchandise, food and beverage, marketing and game day duties. Must be willing to work long hours including nights, weekends and holidays.

- General upkeep of stadium on an as needed basis
- Perform pre-game set-up and secure the stadium
- Assist with concessions sales and operations throughout the season
- Oversee ticket sales and gate entry to all home games
- Drive ticket sales and promotions of games
- Locate and secure individuals for scoreboard operation and public address announcers
- Greet and assist umpires
- Assist with marketing and sports information as needed
- Perform other administrative duties as assigned