



NCF Baseball Stars Internship

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