



Marketing & Sponsor Services Internship – Wareham Gatemen (Wareham, MA)

The Wareham Gatemen Organization seeks a highly motivated, energetic, and talented individual to fill our Marketing & Sponsor Services Internship. This position is ideal for a student of Marketing interested in contributing actively to the creative and strategic development of a marketing and communications campaign. Applicants for this position should be media-savvy and have strong communications skills and demonstrated creativity. This candidate will work directly with the General Manager and the Marketing Director to collaborate on the 2019 marketing strategy. Schedule of weekly working hours

determined in advance by the intern and GM. Internship runs from date of hire through end of season, including playoffs. This position is for a student from a local college or university. Possibility for a part time employment.

Reports To: General Manager & Marketing Director

Essential Duties and Responsibilities:

- Must attend all Gatemen marketing events and home games including any pre and post season games.
- Special Project: Develop tracking spreadsheet of all past/present sponsors detailing biographical information, contact information, sponsor strategy / expectations, sponsorship levels and monetary figures.
- Assist in ensuring adherence to sponsor contract provisions, including execution of promotions and planning/execution of special events, which includes game day responsibilities; act as a sponsor contact responding and fulfilling any request made by the sponsor; maintain records for all sponsor activities, tasks and accomplishments.
- Implement strategy to obtain donations and prizes to support game day raffles.
- Identify and contact potential corporate and individual sponsors and donors.
- Create promotional and marketing information to be given to potential sponsors and donors.
- Organize and maintain accurate inventory database for all giveaway items
- Assist with event planning, set-up and production for all marketing events
- Coordinate and write materials for sponsor and donation acknowledgements.
- Complete research to help develop and plan the following year's promotional calendar
- Other administrative duties as assigned by the Marketing department
- Complete other administrative tasks and special projects for the Gatemen as needed

Knowledge, Skills, and Abilities:

- Superior communication skills
- Coursework or direct work experience in marketing required.
- Prior experience planning events either virtual or in-person
- Organized and detail-oriented with the ability to multi-task
- Ability to work as a team member and independently
- Creativity and comfort in an innovative role desired
- Experience, familiarity and comfort with using social media on behalf of a company required
- Prior understanding of baseball is desirable
- Experience in web content management preferred; Efficient in Microsoft Office Suite

Work Environment and Schedule:

- Work is normally performed in a field environment and may be exposure to adverse weather conditions.
- Flexibility in scheduling is required and will involve some evenings, weekends, and holidays.
- Must be able to work all Gatemen home games.

Expectations:

- Adhere to the Wareham Gatemen organization policies and procedures
- Act as a role model within and outside the Wareham Gatemen organization
- Demonstrate flexible and efficient time management and ability to prioritize workload

To Apply: Follow directions on website. Please provide examples of your work with application.