



Manager - Community Relations – Wareham Gatemen (Wareham, MA)

The Wareham Gatemen Organization seeks a candidate to fill our Manager of Community Engagement Internship. This position is ideal for a student of Communications, Public Relations or 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 other members of our Community Relations Team to collaborate on the development and execution of the

Community Relations Program. The candidate will take the lead role monitoring player appearances and coordinate scheduling and transportation. Schedule of weekly working hours determined in advance by the intern and GM. Internship runs from June 1, 2019 through end of season, including playoffs. Housing is not provided. Housing costs for summer average \$2,750. Possibility for a part time employment. **Reports To:** General Manager

Essential Duties and Responsibilities:

- Must attend all Gatemen community relations events.
- Must attend all Gatemen home games including any pre and post season games.
- Assist and organize community events and player appearances.
- The intern must present themselves in a professional manner both in-person and through written communication with fans of all ages, sponsors, game day guests and on occasion, players.
- Must have the ability to handle and coordinate large groups of people in a secure and sensitive area.
- Provide transportation for players to community events and appearances, when needed.
- Develop spreadsheet of contacts of local little leagues, preschools, grade schools, after school youth programs and youth summer programs.
- Work on the organizing and managing community events (both virtual and in-person)
- Create content for our social media pages to generate awareness and interact with followers
- Serve as the contact person for the Gatemen with all community relations efforts.
- 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 creating marketing or outreach materials preferred
- 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.