



**Title:** Media Relations Intern  
**Department:** Media & Promotions  
**Reports Directly To:** Media Relations Coordinator and Marketing & Promotions Coordinator

Roger Dean Chevrolet Stadium is looking to add a Media Relations Intern who will assist the Media Relations Coordinator overseeing all press box workers and equipment during the Spring Training and the Florida State League seasons.

### **GAME DAY Responsibilities**

- PA system, Music computer, Video Board (Daktronics, Showcontrol, Dakstats) and Scoreboard.
- Train and supervise all press box staff.
- Assist with the planning and coordinating of on-field activities with promotions department.
- Program video board equipment daily (head shots, stats, logos, etc.).
- Create visual content for the video board for Spring Training and Florida State League games.
- Write, issue all press releases, correspondence with media and issue game recaps for each game.
- Maintain official roster for Florida State League teams.
- Oversee the setup of on-line broadcasters while coordinating with the Connecticut School of Broadcasting and local broadcasters to schedule the game day position each month of the Florida State League.

### **MARKETING Responsibilities**

- Work with team photographer to create a database of all baseball related photographs, fan shots, marketing collateral.
- Write feature articles and help produce the Spring Training and Florida State League programs/printed collateral.
- Facilitate interview requests and media credentialing.
- Update the stadium and team websites with game statistics recaps and promotional information on a daily basis.
- Manage the teams' and stadium's social media account (i.e. Facebook, twitter, Instagram, etc.) while collecting/editing content.
- Write feature articles for the stadium and team websites on a weekly basis.
- Manage the weekly email newsletter.
- Assist Marketing Coordinator in scheduling national anthem singers/first pitches and pre-game preparations.
- Assist Sales team with proof of performance and fulfillment on all sponsorships.

### **Experience Required**

- Must be willing to work long hours, nights, weekends and holidays.
- Must be willing to cooperate and work well with other areas of the organization.
- Must have knowledge of Microsoft Excel, Word and Adobe Creative (Photoshop, Premiere Pro, etc).
- Experience with Daktronics software is a plus.
- Must be willing to complete the internship through mid-September.
- Must be able to interact and work closely with customers and present themselves in a professional manner.
- Must be willing to work both in a team setting as well as an individual.
- Ability to multi-task and think critically is a must.
- If outside of Palm Beach County, must be willing to commute/relocate.
- **Must pass a drug test and criminal background check.**

**Salary:** Florida State Minimum Wage

**Start Date:** January 2023

**End Date:** September 2023

**How To Apply**

Please send your resume and cover letter to [Lynn@RogerDeanChevroletStadium.com](mailto:Lynn@RogerDeanChevroletStadium.com)

This job description is intended as a guide to general job responsibilities and is not inclusive of every duty the employee is expected to perform.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.