



## MEDIA RELATIONS INTERNSHIP

### START DATE/COMPLETION DATE:

Part-time: April 2018

Full-time: May to Mid-September 2018

### RESPONSIBILITIES:

- Coordinate the day-to-day operations of the media relations office.
- Develop and maintain a good relationship with league personnel and local media outlets.
- Prepare press releases and feature stories as assigned.
- Compile and distribute press notes and statistical packages.
- Operate live-scoring website during all home games.
- Compose post-game summaries following each home game.
- Assist in the writing and editing of media guides and game-day publications.
- Coordinate interviews between the media and RedHawks personnel.
- Maintain assigned areas of the club web site and Twitter account.
- Production and distribution of media credentials, game notes, statistical packets, press releases, team rosters and daily program inserts.
- Maintain a clean and respectable working environment in the press box.
- Assist with overflow phone orders from the ticket office.
- Perform other duties around stadium as assigned.

### QUALIFICATIONS:

- Must be familiar with the game of baseball including knowledge of baseball statistics.
- Must be enrolled as a full-time student at a college or university, with a junior, senior or graduate student status; minimum 3.0 GPA.
- Ability to multi-task and work in pressure situations (i.e., experience working with print and various deadlines).
- Ability to work in a team setting while maintaining a positive attitude.
- Willing to work odd hours, including evenings, weekends and some holidays as well as the ability to commit to the RedHawks 50-game home schedule (May-September).
- Polished writing ability and strong oral communication skills.
- Preference given to applicants pursuing a degree in the area of Communication, Journalism, Public Relations and/or Sport Management and Administration.

### COMPENSATION:

- Monthly Salary and other incentives
- School credit (if needed)

### HOW TO APPLY:

Mail or e-mail cover letter, resume, examples of work and three references to:

Chad Ekren  
Director of Communications - F-M RedHawks  
1515 15th Ave. N.  
Fargo, ND 58102  
cekren@fmredhawks.com

**Application Deadline: January 31, 2018 or until position is filled.**