

2007 Media Relations Internship

Start Date/Completion Date:

- May 2007 through mid-September 2007

Responsibilities:

- Assist in the day to day operations of the communications office.
- Develop and maintain a good relationship with league personnel and local media outlets.
- Prepare press releases and feature stories.
- Compile and distribute notes and statistical packages.
- 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.
- 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 pressbox.
- Assist in cataloging and maintaining team's photo library.
- Assist in supervision and scheduling of small game-day staff.
- Assist with overflow phone orders from the ticket office.
- Work closely with the Communications Manager and perform other duties as assigned.

Qualifications:

- Must be familiar with the game of baseball including basic knowledge of significant baseball statistics.
- Must be enrolled as a full time student at a college or university, with a junior, senior or graduate student status; must be able to receive college credit as the internship is unpaid; 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 48-game home schedule (May-September).
- Polished writing ability and strong oral communication skills.
- Seeking to learn more about and the importance of Media Relations and Marketing to a professional sports franchise.
- Preference given to applicants pursuing a degree in the area of Communication, Journalism, Public Relations and/or Sport Management and Administration.
- Computer Skills: Adobe InDesign, Adobe Photoshop, StatCrew, Microsoft Office components.

Compensation:

- School credit.

How to Apply:

- Mail cover letter, resume and three professional references to:
Internship Coordinator
c/o Media Relations
Fargo-Moorhead RedHawks
1515 15th Ave. N.
Fargo, ND 58102
- Or email to msalic@fmredhawks.com
- No phone calls, please.
- **Application Deadline: February 1, 2007**