



## 2022 Lynchburg Hillcats Client Services Internship

The Lynchburg Hillcats, Single A Affiliate of the Cleveland Guardians, are currently accepting applications for interns to begin work in March of 2022. The various positions provide interested and qualified candidates an opportunity to gain valuable experience with a Minor League Baseball team. Our season runs from mid-April until the beginning of September during which we play 132 games (66 home games, 66 away games) in the Low-A East League.

Interns will learn multiple aspects of the sports industry while working closely with the front office staff including: public/community relations, marketing, promotions, ticket operations, sales, client relations, and front office duties.

Qualified candidates, who receive the opportunity to accept a position with the ball club, are expected to accentuate and uphold the tremendous tradition upon which the Lynchburg Hillcats has been built.

Application procedure and requirements for interested candidates:

- Candidates interested in the internship program must be available to work evening hours; including weeknights and weekends. Furthermore, candidates must demonstrate the ability to make their internship their top priority during the working months
- Candidates are required to have their own means of transportation
- Candidates are required to have their own housing in the area
- Interested candidates should send cover letter and resume to the following email ([amatth@lynchburg-hillcats.com](mailto:amatth@lynchburg-hillcats.com)) or address:

Lynchburg Hillcats  
Attn: Adam Matth, Internship Program  
3180 Fort Ave.  
Lynchburg, VA 24501

The Lynchburg Hillcats are an equal opportunity employer.

No phone calls please.

All applications must be submitted with all required materials above.

Incomplete applications will not be considered.

## Lynchburg Hillcats Client Services Internship Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

There will be one Client Service Intern for the 2022 season. This position will start in end of March with part time office responsibilities and continue through the remainder of the season completing in September. The position entails the following responsibilities:

- Responsible in assisting management with each of the marketing partnership accounts
- Active liaison to ensure marketing partners' needs are being met at all times
  - Retrieve all necessary game day information items (first pitch, PSA's giveaway items, banners, etc.)
- Responsible for ensuring each client's night and involvement at the ballpark is set up
- Responsible for the oversight of photographs of each element of our active partnership agreements (signage, tables, screen shots of websites, promotions, web, print, etc.) for Proof of Performances
- Ensuring POP's are completed correctly and photos organized throughout the season
- Service and help grow the existing group partners
  - Leading up to each game, each group will be contacted to make sure they are maximizing the number of tickets needed, as well as determining the best way to increase utilization of the tickets sold
  - Reaching out to skybox groups prior to game to upsell food menu/options
- Check on the birthday and group party clients at the field during games
- Send out nightly emails to fans who did and do not attend the game
- Helping coordinate and execute at ballpark special events (youth clinics, camps, bp/bbqs)
- Working in box office/front gate during games on non-giveaway nights
  - Giveaway nights will be overseeing the distribution of items
- Assisting in other general office duties

Please include the following information in your cover letter:

1. What are your projected start and end dates for this internship?
  - a. State Date \_\_\_\_\_
  - b. End Date \_\_\_\_\_
2. Tell us what you hope to gain by completing an internship with the Lynchburg Hillcats organization.