



A Premier Cape Cod Baseball League Team

Administrative & Event Management Interns

The Falmouth Commodores is one of ten Cape Cod League Baseball Teams, the preeminent summer collegiate baseball league in the United States. Scouts from all major league teams attend games and most players are ultimately drafted by the MLB.

The Commodores are looking for summer interns to work with Fan Relations for the 2024 season. Please note that these are unpaid internship positions.

If you are an enthusiastic team player who thrives in an environment where collaboration, creativity, and teamwork are encouraged, this may be the perfect opportunity for you.

This role will be responsible for developing and delivering a positive fan experience during home games, the all-star game and community events. This role requires strong interpersonal skills, a high degree of organization, adaptability, self-motivation, flexibility, good communication, customer service and creativity.

The ideal candidate will have the ability to work independently and collaboratively with other members of the team to deliver a high standard of service excellence. This role must build and maintain positive relationships with all levels of the Commodores Organization and the Falmouth Community.

Admin & Event Management Interns - Essential Functions:

(2 Positions - unpaid internship)

- Handle administrative end of baseball clinics for youth ages 5-14 (requires attendance at clinic from 8:30-noon Tuesday – Friday mornings ... weeks and/or days split between two interns as desired).
- Liaison for Sponsor and Community Event Nights at field (including all pre-game preparation).
- Host for Crow's Nest Deck Guests during games (deck located behind home plate).
- Assist in maintaining Operations Calendar and prepare game information sheet for distribution to relevant parties.
- Liaison for all game VIP's (first pitch, play-ball callout, and national anthem singers), including all pre-game preparation.
- Deliver program books, calendars, and other promotional materials to sponsors (limited use of vehicle needed for this duty, typically during pre-season training).
- Enter nightly game income totals and maintain Neon CRM database.

- Maintain and set-up 'Material display holders' at entrance prior to each game.
- Gate coverage on an 'as needed' basis.
- Support Fundraising and Fan Relations in any current on-going projects or events at the field or online.
- Other duties as assigned.

Skills Required

- Ideal candidate will be highly organized, detail oriented and reliable
- Must also be able to work independently and be comfortable dealing with both children and adults
- Experience learning new technology, working in hospitality fields, or event planning a plus.
- Preference will be given to Hospitality, Event Management, Communications or Marketing majors
- Candidate with prior leadership positions preferred
- Demonstrates initiative, acts with a sense of urgency and is accountable

Other requirements

- Must provide own housing
- Must provide own transportation to/from home games
- This is an unpaid internship

The Falmouth Baseball Club, Inc (dba Falmouth Commodores) is a 501(c)(3) organization and has no paid employees with the exception of coaches that are here during the summer season. All other members and volunteers are unpaid. In addition to having an option of completing an internship for course credit, interns are given an opportunity to apply skills learned in the areas of hospitality, event management, and administrative assistant. This experience, in turn, will benefit the intern considerably in future job searches as well as in their chosen career fields. While independence and autonomy are valued traits in an intern, they will be given guidance and supervision, as well as both positive and constructive feedback throughout their internship experience. This position is only for the summer baseball season that runs from the beginning of June to mid-August (at the latest, assuming the team makes the playoffs ... the earliest completion date would be the first week of August).

To apply send a cover letter & resume to:

Joanne Hyde

FanRelations@FalmouthCommodores.com