



Hyannis Harbor Hawks

2027 Internship Position Descriptions & Responsibilities

Event Coordinator

Position Description

Supports the planning and execution of promotional events, theme nights, and community activities throughout the season.

Responsibilities

- Assist with planning and organizing special events and theme nights.
- Coordinate event supply purchases, advertising, schedules, and intern assignments.
- Help execute pregame, in-game, and postgame activities and segments.
- Communicate event needs and updates to staff and community partners.
- Support event setup, breakdown, and post-event evaluations.

The event coordinator will be responsible for planning and executing game-day events, including promotional events, theme nights, community out-reach nights, and in-game and post-game activities. This position will require someone able to effectively communicate community needs and event updates to staff and other community partners, as well as delegate intern assignments through each event.

Gameday Operations

Position Description

Helps create and deliver an organized, welcoming, and exciting game-day experience at McKeon Park through setting up the park for the game and being the first point of contact as fans enter the park.

The gameday operations interns are responsible for creating an organized, welcoming, and energetic game-day experience throughout McKeon Park. This position includes entry gate set up, welcoming fans and community partners, and collecting donations. Gameday operations interns need to be able to answer frequently asked questions as fans arrive and communicate to staff and volunteers of any operational needs, to ensure fans have the best experience possible.

Responsibilities

- Prepare the ballpark before gates open by setting up entry tables, tents, marketing materials, trash barrels, and signage. .
- Welcome fans, collect donations, and answer frequently asked questions as fans arrive to the park.



- Support promotions, contests, and in-game activities

Lead Gameday Operations Intern

Position Description

Provides on-site leadership for the game-day operations intern team and supports consistent execution of ballpark procedures.

Responsibilities

- Assist supervisors with pregame briefings and staff assignments.
- Serve as a point of contact for game-day operations interns.
- Monitor tables and interns at entrances, fan areas, and promotional stations.
- Troubleshoot routine issues and elevate concerns to team leadership.
- Help train new interns and coordinate end-of-game cleanup.

Merchandise Associate

Position Description

Supports team retail operations through inventory management, restocking, display set up, and managing the register.

The merchandise associate supports the retail operations of the team, including inventory, restocking, display set-up, and sale purchases. This role requires someone organized and attentive, ensuring that stock is available and organized. It is also the responsibility of the merchandise associate intern to provide customer service through the customer selection and purchase process, promote special sales events, and complete the purchase translation with the customer, utilizing and managing accurate register translations.

Responsibilities

- Set up, stock, and maintain merchandise displays.
- Assist customers with product selection and purchases.
- Track inventory levels and report restocking needs.
- Support merchandise promotions and special sales events.
- Help reconcile merchandise counts and organize storage.



Writer

Position Description

Produces engaging written coverage of the Harbor Hawks, their players, and the team's community impact.

The writer will create written coverage of the Harbor Hawks team, including players, team community impact, game recaps, and staff interviews. The writer will be responsible for researching and verifying statistics and background information necessary to conduct these duties. This position will draft websites, press releases, and newsletters collaborating with the communications staff to meet publishing deadlines.

Responsibilities

- Write game recaps, player profiles, and feature stories.
- Interview players, coaches, and staff as assigned.
- Research and verify statistics and background information.
- Draft website stories, press releases, and newsletter copy.
- Collaborate with communications staff to meet publishing deadlines.

Graphic Designer

Position Description

The graphic designer is responsible for creating visuals to further strengthen the Harbor Hawks brand across game-day graphics, rosters, player features, promotions, social media, and more. The graphic designer will work alongside staff in creating branded designs, including materials used for sponsor promotions. This role will be collaborative, ensuring that all designs are consistent with team branding and standards. We hope our graphic designer will be creative, self-driven, and flexible when design feedback is provided by staff.

Responsibilities

- Design graphics for games, rosters, player features, and promotions.
- Create social media templates and event materials.
- Prepare sponsor recognition graphics according to agreements.
- Maintain consistent use of team branding and design standards.
- Organize design files and revise materials based on feedback.



Social Media

Position Description

Manages the day-to-day social media presence of the Hyannis Harbor Hawks across various platforms. Responsible for creating, scheduling, and publishing engaging content that highlights players, games, events, community involvement, and organizational initiatives. Develops creative storytelling strategies to strengthen the team's digital presence, increase audience engagement, and connect with fans throughout the season. Monitors social media trends, interacts with followers, and collaborates with other departments to ensure consistent branding, messaging, and timely promotion of team activities.

Responsibilities

- Draft and schedule posts across team social channels.
- Provide timely game-day updates and highlights.
- Engage with fans and monitor messages and comments as directed.
- Coordinate content calendars with marketing and media interns.
- Review performance metrics and suggest improvements.

Content Creator

Position Description

Develops engaging multimedia content showcasing the team, players, fans, and ballpark experience.

Responsibilities

- Capture behind-the-scenes and game-day photo and video content.
- Produce short-form videos, interviews, and social features.
- Brainstorm content series and promotional concepts.
- Work with social media and design interns on timely deliverables.
- Organize and archive media for future team use.

Videographer

Position Description

Captures and edits video that documents games, promotes events, and tells the Harbor Hawks story.

Responsibilities

- Film game action, interviews, community events, and promotional footage.
- Edit highlight reels, short-form clips, and longer features.
- Coordinate shot lists and production needs with communications staff.
- Maintain and organize camera equipment and media files.



- Deliver edited video on agreed production schedules.

Marketing

Position Description

Supports campaigns that grow awareness, attendance, and engagement with the Harbor Hawks.

Responsibilities

- Assist in planning promotional campaigns and theme nights.
- Develop outreach materials for local audiences and partners.
- Coordinate marketing calendars and campaign deliverables.
- Support email marketing, flyers, and community promotions.
- Track campaign results and identify opportunities to improve outreach.

Corporate Partnerships Associate

Position Description

Assist the Director of Corporate Development in sponsorship sales and activations including managing gameday signage, sales sheets, and greeting corporate sponsors at the park.

Responsibilities

- Research prospective local and regional sponsors.
- Assist with sponsor outreach, meeting preparation, and follow-ups.
- Maintain accurate prospect and partner records.
- Help fulfill sponsorship benefits, signage, and game-day activations.
- Prepare renewal materials, recaps, and partner recognition updates.

Community Relations

Position Description

Plan community events and appearances such as 4th of July Parades, Cape Cod Mall autograph signings, library book readings and more.

Responsibilities

- Support community appearances and outreach events.
- Coordinate with schools, nonprofits, and local organizations.
- Assist with donation requests and community initiatives.
- Promote volunteer opportunities and fan engagement activities.
- Document community partnerships and event outcomes.