



## **Cape League Media Relations**

The Cape Cod Baseball League is looking for a Media Relations intern to be a part of the Cape League Media team for the 2025 season. The Media Relations intern will have the opportunity to work as a key member of the Communications, Media, and PR team. This position will be directly involved in baseball communications, assisting with media activities involving the League, teams, or Hall of Fame, including the production and distribution of daily press releases, news clips, post-game notes, stat packs, Cape League report, media credentials, etc. Additional responsibilities will include print, publications and other duties as assigned.

The optimal candidates will need to be aligned with League initiatives and priorities and be able to represent the brand values of the Cape Cod Baseball League. This internship runs from the date of acceptance through September 1, 2025, with an opportunity to continue through the end of the 2025 calendar year. This role includes remote work in a fast-paced environment with high volume of work and tight deadlines. Hours includes nights and weekends. Stipend commensurate with experience.

**Reports to:** Cape League Media Director

### **Key Responsibilities:**

- Assisting in the drafting of media materials, including press releases, media alerts, and media guides
- Creating and maintaining media distribution lists for pitching and press releases
- Fulfilling media inquiries and photo requests, including scrubbing photos of competitor logos
- Producing and editing written content, including features and profiles for official League publications
- Conducting research and interviews for feature stories, notable alumni, and award recipients
- Compile and distribute daily news clips, stat packs, post-game notes, Cape League report, press releases, etc. internally and to media
- Assist with the production/distribution of media credentials
- Assist with the management of the press box and broadcast booths, meeting the needs of credentialed media members and broadcasters at League events
- Provide statistical research for use in game notes, post-game notes and Cape League report
- Prepare and proofread content for the media guide, yearbook or other League publications
- Assist with press conferences
- Perform general office duties and work on research projects as assigned by media relations staff

### **Qualifications:**

- Strong writing abilities, oral communication, and computer skills
- Familiarity of the Associated Press (AP) writing style
- Knowledge of social media and current trends
- Strong knowledge and understanding of baseball and softball
- Willingness to conduct research and provide creative ideas for content
- Familiarity with the Adobe Creative Suite, and media monitoring software (i.e., Meltwater) is a plus.
- Passion for storytelling and baseball and a deep understanding of both.
- Ability to work independently and as part of a team.
- Ability to meet tight deadlines and work under pressure.
- 2-4 years of experience in sports videography shooting for college or university team, athletic department, or media outlet covering sports, preferably baseball.
- Working towards Bachelor's or Master's degree, in the fields of Communications, Public Relations, Business Administration, Journalism, Sports Management, or related fields is required.

**Skills and Abilities:**

- Knowledge of baseball terminology and rules.
- Ability to draft press releases
- Strong organizational and time management skills.

**Work Environment:**

- Primarily works in outdoor environments, such as stadiums, arenas, and fields.
- Will travel to cover League events.
- Must be able to work irregular hours, including evenings and weekends.

**Physical Demands:**

- Ability to sit, stand, and walk for extended periods of time.
- Ability to carry up to 50 lbs.
- May be required to work in various weather conditions.

**Note:** This job description is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of all duties and requirements.

**To apply:** Applicants should email their resume, cover letter, two references, and access to your portfolio to [partnerships@capecodbaseball.org](mailto:partnerships@capecodbaseball.org). Please put your name and the position you are applying for in the subject line.