

CAPE COD BASEBALL LEAGUE

MEDIA RELATIONS INTERNSHIP - 2027 SEASON

Position Title:	Media Relations Intern
Organization:	Cape Cod Baseball League (CCBL)
Term:	Date of acceptance through September 1, 2027 (Option to extend through Dec 2027)
Location:	Remote & On-Site Cape Cod
Compensation:	Stipend commensurate with experience
Reports To:	Vice President of Media and Communications

POSITION OVERVIEW

The Cape Cod Baseball League is looking for a Media Relations intern to be a part of the Cape League Media team for the 2027 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. 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, 2027, with the potential to continue through the end of the 2027 calendar year. This role includes remote work in a fast-paced environment with a high volume of work and tight deadlines.

KEY RESPONSIBILITIES

- **Media Materials:** Assisting in the drafting of media materials, including press releases, media alerts, and media guides.
- **Media Distribution:** Creating and maintaining media distribution lists for pitching and press releases.
- **Media Requests:** Fulfilling media inquiries and photo requests, including scrubbing photos of competitor logos.
- **Content Creation:** Producing and editing written content, including features and profiles for official League publications.
- **Research & Interviews:** Conducting research and interviews for feature stories, notable alumni, and award recipients.
- **Daily Media Reports:** Compiling and distributing daily news clips, stat packs, post-game notes, Cape League reports, and press releases internally and to media outlets.
- **Media Credentials:** Assisting with the production and distribution of media credentials.
- **Press Box & Broadcast Management:** Assisting with the management of the press box and broadcast booths, meeting the needs of credentialed media members and broadcasters at League events.
- **Statistical Research:** Providing statistical research for use in game notes, post-game notes, and the Cape League report.
- **League Publications:** Preparing and proofreading content for the media guide,

- yearbook, or other League publications.
- **Event Coverage:** Assisting with press conferences, general office duties, and research projects as assigned by media relations staff.

QUALIFICATIONS

- **Writing & Communication:** Strong writing abilities, oral communication, and computer skills with familiarity with Associated Press (AP) writing style.
- **Sports Knowledge:** Strong knowledge and understanding of baseball, including rules and terminology.
- **Technical & Software Familiarity:** Familiarity with Adobe Creative Suite and media monitoring software (e.g., Meltwater) is a plus.
- **Key Attributes:** Passion for storytelling and baseball, deep understanding of both, willingness to conduct research, and ability to provide creative content ideas.
- **Work Style:** Ability to work independently and as part of a team under pressure and tight deadlines.
- **Eligibility / Education:** Current undergraduate or graduate student (graduating 2027 or 2028) OR recent graduate (within 1 year). Concentration in Communications, Public Relations, Business Administration, Journalism, Sports Management, or related fields.

SKILLS & ABILITIES

- Self-motivated, collaborative, adaptable under tight deadlines, and passionate about graphic art and storytelling.
- Proven ability to draft press releases efficiently.
- Strong organizational and time management skills.

LOCATION & AVAILABILITY

- Must reside on Cape Cod (or within 20 miles) throughout the duration of the season from June 2027 through August 2027.
- Available to work non-traditional hours, including nights, weekends, and holidays.

TIME COMMITMENT & SCHEDULE

- **Pre-Season / Offseason (Remote):** Potentially 4–5 hours per week focused on 2027 media needs.
- **In-Season (On-Site):** Coverage of 5 to 6 games per week during the summer season.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- **Setting:** Primarily remote indoor work, with travel to stadiums, fields, and arenas to cover League events during the season.
- **Physical Requirements:** Ability to sit, stand, and walk for extended periods, and work in various outdoor weather conditions during event coverage.

HOW TO APPLY

To apply, please email your resume, cover letter, two references, and portfolio link to **internships@capecodbaseball.org**.

Please put your full name and 'Media Relations Internship - 2027 Season' in the subject line.