



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 many players are ultimately drafted to play in the MLB.

The Commodores are looking for summer interns to work with Fan Relations for the 2025 season. Please note that this 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:

(unpaid internship)

- Run administrative end of baseball clinics for youth ages 5-15
- Handle Corporate Events/ Community Events at field
- Host, deliver and clean when VIP Deck is pre-rented to a group
- Support Fundraising and Fan Relations in any current on-going projects or events at the field (before, during or after games) or online
- Deliver program books, calendars and other promotional materials to sponsors
- Maintain Neon CRM database
- Help maintain Operations Calendar and prepare game information sheet for distribution to relevant parties
- Maintain 'Material display holders' at field
- Gate coverage when needed
- 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