



Chillicothe Mudcats Baseball Club

P.O. Box 1155

Chillicothe, MO 64601

PH: 660-646-2165

www.chillicothemudcats.com

COLLEGIATE INTERNSHIP POSITIONS AVAILABLE

The Chillicothe (MO) Mudcats Baseball Club is seeking multiple highly motivated, creative, and positive minded applicants to fill internship positions within game-day operations management. The Mudcats are an established wood-bat collegiate baseball club competing in the MINK league during the months of June and July. Preference will be given to those pursuing a career in sports management, public relations, or other related field. Chillicothe, Missouri is located in north central Missouri with a population near 10,000. We are located 1 hour northeast of Kansas City at the junction of U.S. 36 and 65 Highways.

Schedule

Internships run on site during the months of June and July. Applicants are requested to arrive in Chillicothe at least 1 week prior to the opening game. Successful applicants may be asked to begin assisting "off-site" electronically until arriving in Chillicothe.

A host family will provide accommodations the duration of the internship.

Credit Hours

College credit hours are available depending on approval from applicant's college or university.

Summary

An internship with the Chillicothe Mudcats will include pre-season preparations, pre-game preparations, game-day responsibilities, and post-game activities. In addition to having general knowledge of the game of baseball, successful applicants will exhibit but not be limited to the following characteristics:

- An ability to succeed in a fast-paced environment.
- An ability to think outside-the-box, being both pro-active and creative.
- Be comfortable working with the general public and youth.
- Willing to follow directions and assist wherever needed with little notice.
- Work successfully both as part of a team and independently.
- Be present and available at each home game, June – July.
- An ability to communicate professionally and effectively both with written word and verbally.

Responsibilities

The following is a general outline of common duties. This is not an inclusive list and other duties or responsibilities may be assigned or changed at the discretion of the Operations Manager, General Manager, or the Board of Directors.

Souvenir Sales & Development

- Inventory current stock.
- Develop spreadsheet outlining current stock, prices, itemized sales, and other information that will aid in ordering new product.
- Assist Operations Manager with face-lift of current “Bait Shop” and implement stronger marketing strategies, new product ideas, and promotional packages resulting in increased revenue.
- Oversee distribution of items.
- Professionally interact with fans to promote items.
- Submit monies for deposit.

Program Sales

- Assist Mudcats Staff on development of 2018 program.
- Contact opponents for roster/team information.
- Complete preparatory changes.
- Ensure programs are available each game night.

Coaching Liaison

- Work directly with coaching staff regarding home games, outlining activities.
- Work directly with coaching staff on road trips, providing team needs such as uniform. Replacement or equipment needs.

Game Day Responsibilities

- Oversee pre-game preparations including sign installation, program and souvenir sales.
- Provide assistance to mascot and announcer. Including developing scripts for each game.
- Provide assistance to corporate sponsors regarding any giveaways’, and or meal deals. This includes contacting corporate sponsors BEFORE games to ensure needs are met prior to their arrival.
- Oversee and develop between inning activities, games, and raffles.
- Assist with ticket sales if necessary.
- Submit monies collected for deposit.
- Ensure all items are locked and secured each night.
- Develop spreadsheet detailing game night ticket sales, attendance numbers, and souvenir sales for the season.

Public Relations

- Assist Operations Manager in coordinating public appearances by the team and/or mascot.
- Participate in media interviews, promotions, and crowd/fan interactions.
- Other duties as assigned.

Work Environment

The work environment are representative of those an intern encounters while performing the essential functions of the internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires regular hours in outside weather conditions.

Qualifications

Successful applicants will meet the following qualifications and abilities.

- Ability to communicate professionally both with written word and verbal interaction.
- Ability to present information professionally to stake-holders such as board members, staff, and other community entities.
- Ability to interact positively with the general public, fans, and youth.
- Ability to work independently, or as a team.
- Ability to work unsupervised and confident in making decisions that keep the Chillicothe Mudcats best interests in mind.
- All interns will maintain high standards of professional conduct, cooperation, and efficiency in their work. This position is a public representation of the Chillicothe Mudcats and should be treated as such. Should conduct fall below a desirable standpoint, the Operations Manager and/or General Manager may point out the issue. Further action may result in termination of the internship.

All interested applicants should send a cover letter describing his or her interest in this position by **April 2nd, 2018**. If applicable, please include a resume and any information regarding experiences, career and or college goals, past or present organizational and civic involvement, as well as 3 references including their contact information.

SEND TO: Daniel Savage – Operations Manager
Chillicothe Mudcats Baseball Club
P. O. Box 1155
Chillicothe, MO 64601



Internship General Information

First Name: _____ M.I. _____ Last Name: _____

Phone: _____ Email: _____

Mailing Address: _____

College/University: _____ Level: _____

Area of Concentration: _____

Hometown: _____

Areas Of Interest (all that apply)

Marketing/Social Media

Retail/Sales

Game Day Promotions

Public Relations

Computer Applications

Travel Logistics

Are you available to work the entire month of June & July? _____

Are you willing/available to work via online communication before June in preparation for the season? _____