

# 2024 Bay State Summer Games Internship

## Operations & Event Management

### History

Interns are an important resource that allow Bay State Games to produce quality sports/recreation programming for thousands of participants from across Massachusetts in a wide variety of sports each year. Many former BSG interns have gone on to successful careers in professional, collegiate or amateur/recreational athletics. Former BSG interns have had careers working for the following organizations: Miami Dolphins, Brooklyn Nets, Monumental Sports & Entertainment, Philadelphia Eagles, The New England Patriots, The Big East Conference, Tiger Woods Foundation, New Balance, Princeton University, Blue Devils Sports Properties & more.

### Mission

Bay State Games is a 501(c)(3) non-profit organization that was established in 1982 to host the first sanctioned State Games of the Commonwealth. Bay State Games operates with the mission of promoting personal development, education, physical fitness, teamwork, and sportsmanship to Massachusetts and surrounding New England states' citizens of all ages and abilities through athletic competitions and scholarship programs.

### Role Summary

The Bay State Games Internship Program offers candidates the opportunity to gain valuable experience in all phases of sport management. Interns will have the opportunity to learn about event management, financial management, operations, sponsorship fulfillment, and media relations & social media. Unlike many other internships, the Bay State Games Internship Program allows candidates to take ownership of specific projects and manage events.

For many of the Summer Games tournaments, interns will be the primary point of contact for coaches, officials, and participants. Bay State Games internships require long hours and weekend work through June and July when necessary in order to accomplish the goals of the organization.

While this internship can be demanding at times, it provides realistic insight into the sports industry while also offering valuable field experience, and networking opportunities that can assist interns with their career development.

# Operations & Event Management

## Intern (7-8 Positions Available)

- Oversee the direct preparation and execution of 4 – 7 Summer Games events as assigned
- Assist with operation and implementation of all unassigned Bay State Games events.
- Serve as site director for assigned venues
- Effectively communicate with sport coaches and coordinators to determine competition needs
- Coordinate necessary equipment, uniforms, and event support services
- Assist coaches with securing tryout and practice venues
- Assist with participant promotion and recruitment
- Coordinate venue set up and operations
- Execute all necessary event procedures and policies to produce high quality competitions
- General office duties, including answering phones, emails, copy competition materials, etc.
- Physically lift and move items required to operate the Summer Games
- Provide own transportation to Bay State Games office and all events
- Bay State Games interns are required to be available for long hours at events in June and July including nights, weekends, and holidays
- Additional assignments for 1-2 focus areas
- Other duties as assigned

\*All Bay State Games interns will be involved with operational responsibilities. In addition, interns will be assigned “focus areas.” Interns can be assigned multiple focus areas. Please indicate in your cover letter if you have interest in any particular focus areas. Focus areas will include but are not limited to:

- Finance
  - Financial management of entry fees, sports budgets, etc.
  - Invoice processing
- Social Media
  - Manage all BSG social media accounts (Instagram, TikTok, Facebook, Instagram, LinkedIn, Twitter, etc.)
  - Photography
  - Knowledge of the following programs strongly recommended: Photoshop, InDesign, Microsoft Office, Canva
- PR/Communications
  - Write press releases
  - Update BSG website
  - Manage results from all BSG competitions
  - Maintain media contact list, photo library, and promotional databases
  - Create scouting guides and competition programs
  - Compile statistics for High School Showcase Sports
- Equipment/Uniforms/Merchandise

- Inventory, packaging, shipping
- Medical
  - Support the Medical Coordinator to prepare all medical supplies for Bay State Games events
  - Scheduling ATC's, students, & physicians
- Sponsorship/Partnerships
  - Procurement
  - Activation fulfillment
  - Grant research

## Internship Information

- Annually, Bay State Games hires 7-8 full time summer interns
- Full time internships last ten-twelve weeks from mid May until the end of July
- Full time interns receive a \$150 stipend per week for 10 - 12 weeks in addition to school credit hours
- Internships offered in Operations/Event Management with focus areas in finance, medical, PR/communications, social media, equipment, etc.
- All internships are based out of the Woburn, MA office (Locations of events vary during competitions). This is NOT a remote internship. Interns are expected to be present in the office location M-F unless the event schedule requires out of office involvement.
- Bay State Games internships require long hours and weekends during Summer Games throughout June & July. Minimum 40 hours per week, Monday – Friday during May. June/July hours may exceed 60 hours & will require attendance at weekend events.
- Interns are required to attend all Bay State Summer Games events held throughout the duration of their internship which includes assigned sports as well events/sports that they have not been assigned.
  - All events take place in Massachusetts. Locations vary. Based on the 2023 event calendar events take place in a range of locations including but not limited to Boston, Fitchburg, the North Shore, Worcester, Acton, etc.

## Intern Qualifications

- Interested in a career in sport management
- Highly motivated, resourceful, creative, and willing to put in long, hard hours in order to produce high quality events. Some positions will require experience in tournament operations, finance, marketing, or media relations.
- Interns should have the ability to manage a competition site, as there are many instances where interns will be the point person at a competition venue.
- Interns should be college students, or recent college graduates.
- Some experience with sport tournaments or event management.
- Able to work out of the Bay State Games office in Woburn, MA.

- A positive, can do attitude & commitment to teamwork to produce successful events

## **Location requirements**

Location type

- Onsite

Onsite location

55 Sixth Road, Woburn, Massachusetts 01801

## **Intern Benefits**

- Weekly stipend for duration of internship
- A gas stipend to be paid at the conclusion of the internship. Based on travel
- Bay State Games apparel
- Meals - Lunch provided each week on non-event Fridays. For events, BSG will provide lunch. A second meal will be provided if events exceed 12 hours.
- Event Calendar: will be included when interns are presented with their intern agreement paperwork
- Intern Schedule: Every effort will be made to post the intern schedule two weeks in advance throughout the duration of their internship.
- Networking opportunities among other interns, event organizers, board members, etc.
- Dependent on completion of the internship, an invitation into our LinkedIn Internship group to connect with current sport professionals.
- Paid Consulting opportunities with outside events including The Boston Marathon®, J.P. Morgan Corporate Challenge®, etc.
- A 2 year CPR training certification
- SafeSport training valid for 1 year
- Access to job search resources