

**Rob Kauffman**

Director, Broadcasting & Media Interns

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**Falmouth Commodores Baseball**

Guv Fuller Field

790 Main Street

Falmouth, MA 02540

<https://falmouthcommodores.com/>



A Premier Cape Cod Baseball League Team

# Falmouth Commodores Internships



## BROADCASTING AND MEDIA

### PLAY-BY-PLAY BROADCASTING

(TWO POSITIONS)

Individuals should have a proven interest in sports broadcasting and a complete understanding of the game of baseball is required. Preference will be given to college students who have broadcasting and sports-related majors and have been actively involved in broadcasting and sports programs. Strong interpersonal and communication skills are preferred. *Submission of play-by-play broadcasting audio and/or video material is required and will be reviewed during interview and selection process.*

- Broadcasting interns are part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- Broadcast all home and away games throughout regular season, playoffs, and special events.
- Prepare for each game by fact-checking updated stats, player transactions, pronunciations of names, and coordinating data with opposing team's broadcasters.
- Work with the sideline reporter and videographer on the planning and implementation of pre and post-game shows.
- Set up and break down broadcast equipment before and after each game.
- Promote all special events on broadcasts, including but not limited to the All-Star Game, community events, Kid Club events and fundraising events.
- Participate and/or lead in the production of audio and/or video interviews for posting on website and/or social media platforms.
- Contribute occasional feature articles for website and for possible use in team newsletters, yearbooks, and other publications.
- Maintain a clean and organized work space at home and away games.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

### SIDELINE REPORTER

(ONE POSITION)

Individuals should have a proven interest in sports broadcasting and a complete understanding of the game of baseball is required. Preference will be given to college students who have broadcasting and sports-related majors and have been actively involved in broadcasting and sports programs. Strong interpersonal and communication skills are preferred. *Submission of reporting and broadcasting audio and/or video material is required and will be reviewed during interview and selection process.*

- The Sideline Reporter intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- On-camera reporting and interviewing players and coaches during all home and away games throughout regular season, playoffs, and special events.
- Prepare for each game by fact-checking updated stats, player transactions, pronunciations of names, and coordinating with Commodores play-by-play broadcasters.
- Work with the play-by-play broadcasters and videographer on the planning and implementation of pre and post-game shows.
- Set up and break down broadcast equipment before and after each game.
- Promote all special events on broadcasts, including but not limited to the All-Star Game, community events, Kid Club events and fundraising events.
- Participate and/or lead in the production of audio and/or video interviews for posting on website and/or social media platforms.
- Contribute occasional feature articles for website and for possible use in team newsletters, yearbooks, and other publications.
- Maintain a clean and organized work space at home and away games.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **WEB REPORTER/JOURNALIST**

(ONE POSITION)

Individuals should have a proven interest in sports writing and a complete understanding of the game of baseball is required. Preference will be given to college students who have journalism and sports-related majors and have been actively involved in writing and sports programs. Strong interpersonal and communication skills are preferred. *Published sports writing samples will be required during interview and selection process.*

- The Web Reporter/Journalist intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- Write game stories for all Commodores home and away games throughout the regular season & playoff games and special events. This includes interviewing players and coaches.
- Write sidebar and feature stories on Commodores for possible use in newsletter, website, community publications and social media platforms. This includes special events, community events and other Commodores-related events. Write stories regarding awards and notable honors from the summer.
- Work with other Media Interns in production of pre-game and post-game features to be published on Commodores website and YouTube site, including working with photographer for images for stories.
- Prepare, edit, and label all written material to upload to website. Familiarity with WordPress is helpful.
- May need to fill in at other media positions depending on situation to be determined by Media Coordinator.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **VIDEOGRAPHER**

(ONE POSITION)

Individuals should have a proven interest in sports video production and a complete understanding of the game of baseball is required. Preference will be given to college students who have video production and media-related majors and have been actively involved in video production and media and sports programs. Strong interpersonal and communication skills are preferred. *Submission of sports-related video production material is required and will be reviewed during interview and selection process.*

- The Videographer intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- Capture game highlights on video camera, create highlight video packages with commentary, and prepare video packages for social media platforms for posting immediately following each game.
- Canon equipment is available from the organization, or photographer may use his/her own equipment.
- Record and package pre-game and post-game shows with interviews of players and coaches. Broadcasters and Reporters will be host and do actual interviewing. Provide completed pre-game package to Producer 30 minutes prior to game start. Upload post-game show to Commodores YouTube site within 60 minutes following game.

- Video work will include, but not limited to: Home and away games, Pre-Game Ceremonies (home games), All-Star Game, Fenway Workout, Golf Outing and other community and fundraising events.
- The ideal candidate must be able to turn around high-quality content quickly and with minimal oversight and supervision.
- Videographer will be required to coordinate activities with Broadcasters, Sideline Reporter and Producer in a fast-paced environment.
- Maintain a clean and organized work space at home and away games.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **PHOTOGRAPHER**

### **(ONE POSITION)**

Individuals should have a proven interest in photography and baseball, and a well-rounded understanding of the game of baseball is required. Preference will be given to college students who have photography and media-related majors and have been actively involved in photography and media and sports programs. Strong interpersonal and communication skills are preferred. *Published sports photography samples are required and will be reviewed during interview and selection process.*

- The Photographer intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- Photograph game action (on-field) and crowd candid's (off-field) at all home and away games throughout the regular season, playoffs, and special events.
- Canon equipment is available from the organization, or photographer may use his/her own equipment.
- Become acquainted with players' names, coaches' names, and uniform numbers as quickly as possible.
- Ensure that the Commodores organization has minimally a complete set of five high-resolution, color, archive quality individual action photos of every player (contracted and temporary) who wears a Commodores uniform.
- Photograph coaches, trainers, bullpen catchers, and bat boys in action during the season.
- Photography work will include, but not limited to: Home and away games, Pre-Game Ceremonies (home games), All-Star Game, Fenway Workout, Golf Outing, crowd, VIP guests, interns, bullpen, Kids Club and other community, fundraising and special events.
- National Anthem singer play ball announcers and first pitch photos are due by 5th inning of every home game.
- Assist the organization with public relations, special events, and other similar projects/duties as assigned.
- Archive all photos for all events in assigned photo drive, following all procedures and deadlines as described in related instructional document. All photos become the property of the Falmouth Commodores. All photo credits on published intern photos will be assigned to intern.
- Select and edit action photos immediately after each game and send to Web Reporter/Journalist and Social Media interns for web stories and social media platforms.
- The ideal candidate must be able to turn around high-quality content quickly and with minimal oversight and supervision.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **PRODUCER**

### **(ONE POSITION)**

Individuals should have a proven interest in broadcast production and sports, and a well-rounded understanding of the game of baseball is required. Preference will be given to college students who have broadcast, journalism and media-related majors and have been actively involved in media and sports programs. Strong interpersonal and communication skills are preferred. *Published sports production samples are required and will be reviewed during interview and selection process.*

- The Producer intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- The ideal candidate will have experience in the technical aspects of producing a sports broadcast and ensure that the associated equipment is setup and running optimally.
- Applicants should be good multitaskers and fast learners.
- Troubleshooting and working through technical challenges is a key part of this role and applicants should be able to remain patient throughout technical difficulties and troubleshooting.

- Duties include but are not limited to: Provide the technical and production aspects of the online broadcast, interviews and special events (Kids Club events, Golf Tournament, Team & Player events, etc.), operating an online digital scoreboard, creating and airing title cards, running advertisements and other graphics during breaks, managing camera movements during play, oversee on-air interviews, controlling audio levels, and producing replay shots of the game.
- The Producer will coordinate with the broadcasters to produce a seamless broadcast and work closely with Videographer, Photographer and Web Reporter on creative content.
- Responsible for the setup and testing of the streaming equipment (audio and video) to ensure all components are fully operational at both home and away games, generate new audio and visual content for the broadcast, assist in the creation, editing, and publication of online media, advertisements, and PSAs as needed
- Familiarity with remotely operated cameras, YouTube and WireCast is a plus.
- The ideal candidate must be able to turn around high-quality content quickly and with minimal oversight and supervision.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **SOCIAL MEDIA & GRAPHIC DESIGN**

(ONE POSITION)

Individuals must have a proven interest in graphic design or marketing, and a well-rounded understanding of the game of baseball is required. Preference will be given to graphic design or marketing and media-related majors that have been actively involved in social media, graphic design and sports programs. Strong interpersonal and communication skills are preferred.

*Published social media and graphic design samples are required and will be reviewed during interview and selection process.*

- The Social Media & Graphic Design intern is part of the Commodores media team and will be exposed to and required to participate in our multi-media platforms and will work with Media Coordinator in setting media team goals.
- This position is responsible for designing and creating social media content in conjunction with the Web Reporter, Photographer and Videographer interns and is responsible for managing and tracking all social media accounts.
- As a social media expert, this person will help determine and manage what type of content works best on each platform, optimize content accordingly, as well as understanding and leveraging the different features of each platform. Must know how to engage with our audience through social media posts and interactions.
- Accountable for designing graphics to enhance social media and YouTube broadcast traffic.
- Responsible for the creation of a standard graphics template and branding for use across all social channels.
- Must monitor all social media channels daily and escalate commentary as necessary.
- The ideal candidate is required to have excellent attention to detail as well as experience using Adobe products including Photoshop, Illustrator and video editing software.
- Candidates must have a strong understanding of social media, including: YouTube, Twitter, Facebook and Instagram.
- Must be able to turn around high-quality content quickly and with minimal oversight and supervision.
- Must provide own housing.
- Must provide own transportation to away games (gas allowance provided by organization). Car-pooling to away games with media interns is strongly encouraged.

## **TO APPLY**

Send cover letter, resume and relevant work samples to:

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[Rob.kauffman@outlook.com](mailto:Rob.kauffman@outlook.com)

