



Falmouth Commodores

GM Internship

The Falmouth Commodores are currently seeking two accomplished individuals to contribute to our front office by specializing in work related to the General Manager and Baseball Operations. This position offers students, who are interested in a career in sports, the unique opportunity to learn about the diverse business operations from a large scale baseball organization by assisting with day-to-day assignments, along with long term projects centered on roster management and transactions. The internship begins the date of hire and runs until the completion of the Commodores 2019 season, typically the second week of August.

Duties and Responsibilities:

- Manage recurring tasks such as updating roster, maintaining game day stat sheets, and distributing daily reports.
- Support with general office work including scheduling, community outreach, guest interaction, document production and filing.
- Tracking players stats.
- Ad hoc data analysis projects.
- Other duties as assigned by GM.
- Attend all home games (*must arrive at least 2 hours before first pitch*).
- Support GM, GM interns, players, coaches, umpires, bat boys, other organizational departments and fans before, during and after home games.
- Attend team meetings.

Qualifications:

- Advanced baseball knowledge.
- Professional attitude and work ethic with strong interpersonal skills.
- Ability to multitask and meet all deadlines.
- Proficient in scheduling as well as strong organizational skills.
- Communicate efficiently and respond in a timely matter.
- Willing to work long hours, including days, nights, weekends and holidays.
- Proficient with Google Drive applications (Gmail, Sheets, Docs, Slides, Forms) or Microsoft applications (Word, Excel, PowerPoint and Access)
- Ability to have a constructive dialogue with baseball personnel as well as all non-baseball personnel.
- General knowledge of baseball data and statistics.
- Prior experience with a baseball program, Finance, Statistics, Analytics or Consulting is preferred but not required.

Additional Information & Expectations:

- This is an UNPAID internship. Local job opportunities are available, however, your employment must not interfere with your internship commitment.
- Interns must provide their own housing and transportation to and from the field. (*Housing opportunities may present themselves after they are filled by players and coaches.*)
- You are expected to carry yourself in an appropriate and professional manner at all times and must adhere to the Falmouth Commodores organization policies and procedures as well as the Cape Cod Baseball League Code of Conduct.

For any questions or to apply please email cover letter and resume to
General Manager Chris Fitzgerald at commodoresgm@gmail.com.