



## Baseball Operations Internship

The San Rafael Pacifics are committed to being a positive community asset and have made it a priority to support local organizations, create strong partnerships, and make every interaction and experience with the Pacifics a meaningful one. The Pacifics Front Office is the backbone of the organization and could not exist without the hard work and commitment of our interns. Just like our relationships with the community, we strive to create a solid and meaningful, yet fun internship program. A Pacifics intern should expect to work very long hours, up to six days a week on during a home stand.

### Responsibilities- Office and Game Day:

#### Office:

- Assist the Assistant General Manager in the requirements of baseball operations
- Coordinate player schedules
- Supervise player and staff expense reports
- Arrange special requests and appearances
- Manage player travel (including airport pick up and drop off)
- Daily office tasks such as phone calls and email responses
- Other tasks as directed

#### Game Day

- Responsible for the managing umpires pre- game and post game
- Responsible for operating scoreboard and music in Press Box

### Requirements:

- Ability to work well independently and in a team environment
- Critical thinking and patience
- Knowledge of baseball and statistics is a plus
- Strong written and oral communication skills
- Must have knowledge of basic Microsoft Office programs
- Exceptional work ethic, personal accountability, and strong time management skills.
- Strong organizational skills: Must be able to multi – task effectively
- Ability to think outside the box about ways to improve our brand
- Experience or strong desire to learn event management and development

### Compensation:

- This is an unpaid internship, but provides invaluable baseball business experience.
- Internship will start in late spring and end August 31, 2018. Dates are negotiable per academic schedule.

Interested candidates please submit a cover letter and resume to Greg Mroz at [greg@pacificsbaseball.com](mailto:greg@pacificsbaseball.com)