



## 2019 Internship Program

Kevin Cummings  
Executive Director  
[Kevin@baystategames.org](mailto:Kevin@baystategames.org)

Massachusetts Amateur Sports Foundation  
55 Sixth Road Woburn, MA 01801  
Phone: 781-932-6555

[www.baystategames.org](http://www.baystategames.org)

## **Organization Overview**

The Massachusetts Amateur Sports Foundation (MASF) is a non-profit organization with the primary function of organizing the Bay State Summer and Winter Games. The Bay State Summer Games attract thousands of athletes from across Massachusetts as well as adjacent states that do not have their own state games program. Twenty-Seven sports are offered in Summer Games and 6 sports are offered in Winter Games. The Summer Games begin each year with tryouts and qualifying events held state-wide in June followed by competitions in July in Eastern and Central Massachusetts. Winter Games are held in the Berkshire County region of Massachusetts on several weekends in January and February. In addition to the Summer Games and Winter Games, MASF produces several other programs including several scholarship programs, a sportsmanship program, the Bay State Games Hall of Fame, High School Ambassador Program, a Sports Medicine Conference and the Adopt an Athlete Program.

## **Internship Information**

- Annually, Bay State Games hires 7 – 8 full time summer interns
- Full time internships last ten weeks from mid May until the end of July
- Full time interns receive a \$1000 stipend over the ten weeks, in addition to school credit hours
- Internships offered in Operations and Sports Information
- All internships are based out of Woburn MA office (Locations vary during competitions)
- Interns work long hours and weekends during Summer Games. Minimum 40 hours per week, Monday – Friday during May and June with 7 day work weeks required in July

## **Intern Qualifications**

- Interested in a career in Sport Management
- Some experience with sport, tournament or event management.
- Highly motivated and organized
- Willing to work long/odd hours to produce quality events
- Able to work out of the Bay State Games office in Woburn, MA

## **How to Apply**

Please send your resume, cover letter, and two references to [info@baystategames.org](mailto:info@baystategames.org). In your cover letter, please explain your past event management experience, and include any relevant information that is not included in your resume.

## **Interview Timeline**

Applications are accepted on a rolling basis starting in October. Applications will be reviewed and candidates will be selected for interviews which will take place starting in December and continuing through February. Positions are filled on a first come, first serve basis. Interested candidates should submit their information as soon as possible for the best opportunity for consideration.

## **Operations Intern (4-5 Positions Available)**

- Oversee the preparation and execution of 4 – 7 Summer Games competitions
- 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, copying of competition materials, etc.
- Must be able to physically lift and move items required to operate the Summer Games
- Must be able to work long hours required to operate successful competitions
- Other duties as assigned

\*One Operations Intern position will assist with financial management of entry fees and sports/equipment budgets in addition to having operational duties. Applicants who wish to apply for the position with the finance concentration should make note of it in their cover letter.

**Sports Information Intern (2 Position Available)**

- Produce content for media partners (i.e. Boston Globe, Boston Herald, Mass Live, Gatehouse Media, etc.)
- Update Bay State Games website
- Produce content for press releases
- Maintain media contact list, photo library, and promotional databases
- Maintain social media outlets including Facebook, Twitter, Instagram
- Collect and post Bay State Games results during competitions
- Create scouting guides and competition programs
- Compile statistics for High School Showcase Sports
- Maintain Bay State Games record books and listing of distinguished alumni
- General office duties will also be assigned

Knowledge of the following programs strongly recommended:

InDesign

Photoshop

Microsoft Office

Social Media (Facebook, Twitter, etc.)

All interns may have other duties assigned to them that are related to the Bay State Summer Games.

For more information on the Bay State Games Internship Program please email

[info@baystategames.org](mailto:info@baystategames.org)

## FORMER BAY STATE GAMES INTERNS & EMPLOYEES

Gary Brown	Springfield College	Athletic Director – King Phillip Regional High School
Jonathan Casey	UMass Amherst	Operations Manager, Career Builder Challenge
Robert Cole	Univ. of Connecticut	Equipment Assistant, New England Patriots
Michael Coyne	UMass Amherst	Senior Dir., Men’s Basketball Ops, Big East Conference
Kellie Gale	Colgate University	Associate AD, External Relations - Princeton Univ.
Jared Hager	UMass Amherst	Social Media Marketing, New Balance-Warrior Sports
Daryl Jasper	UMass Amherst	Vice President, Learfield Sports
Jeremy Langton	Bentley College	Collins Sports Medicine
Brian Nowak	UMass Amherst	Athletic Facilities Manager, St. John’s University
Brian Oates	Holy Cross	Director of Corporate Marketing, New England Patriots
Molly O’Mara	UMass Amherst	Assoc. AD. Communications & PR, UMass Amherst
Carly Salerno	UMass Amherst	Manager Inside Sales – Monumental Sports
Andrew Schwartz	Cortland State	Senior Assoc. AD-New Jersey Institute of Technology
Alex Schwerin	UMass Amherst	Former General Manager Springfield Armor
Mike Tannenbaum	UMass Amherst	Executive VP of Football Operations, Miami Dolphins
Cora Thompson	Tufts University	Head Volleyball Coach, Tufts University
Adam Kramer	UMass Amherst	Business Operations Coord.-Northeastern Univ Athletics
Ashley Robbins	Syracuse University	Director of Communications-UMass Lowell Athletics
Jeff Scott	UMass Amherst	Event Director. -Rugged Races LLC
Samantha Wood	Northeastern Univ.	Digital Platforms Manager-Philadelphia Eagles
Craig Kaufman	Endicott College	Director of Sports Information – Mt. Ida College
Chris Davis	UMass Amherst	Ticketing & Sales Manager – Tiger Woods Foundation
Denise Archetto	Lasell College	Athletic Communications Coord. – Stonehill College