



## 2021 P.J. Boatwright, Jr. Internships - Mass Golf

**Purpose:** To provide a comprehensive introduction and training experience for qualified interns to prepare for a career in golf administration.

**Term of Internship(s):** Multiple internships are available; please see each department description and length of internship(s).

**Location:** Interns will be based at Mass Golf headquarters in Norton and will travel within the state (potential for limited travel throughout New England area).

### Job Description (By Department):

#### **Championships & Tournaments & Events**

***Internship(s) Available: 6+ month (three (3) separate internships available)***

***Contact: Kevin Eldridge – Director of Rules & Competitions – [keldridge@massgolf.org](mailto:keldridge@massgolf.org)***

- Support in the organization and administration of championships, tournaments, women's events, mixed events, junior events, inter-club matches and player development events. This includes Mass Golf, New England Golf Association, and United States Golf Association sponsored events.
  - Preparation of event materials, including but not limited to; Player Info sheets, Tee/Alpha sheets, Local Rules & Hole Location sheets, scorecards and Pace of Play sheets.
- Provide on-site support for all events:
  - Site preparation; including but not limited to course marking, course setup and event infrastructure (tents, signage, scoreboards, etc.).
  - Management and care for all event related equipment and supplies.
  - Works closely with staff, volunteers and rules officials prior to and throughout events.
- Assist with data entry, specifically championship and tournament real-time scoring (USGA Tournament Management).
- Develops proficiency in the use of Golf Genius/USGA Tournament Management program.
- Support and assists with general operations and projects as they relate to all Mass Golf, New England Golf Association and United States Golf Association offerings and programs.

**[CLICK HERE TO APPLY FOR THE CHAMPIONSHIPS & TOURNAMENTS INTERNSHIP\(S\)](#)**

#### **Member Services**

***Internship Available: 4+ month***

***Contact: Mark Gagne – Director of Member Services – [mgagne@massgolf.org](mailto:mgagne@massgolf.org)***

- Assists in the administration of men's and women's tournaments and develops proficiency in the use of Golf Genius/USGA Tournament Management program.
- Assists with management of the USGA GHIN system as it relates to members and member clubs.
- Provide support to clinics and events for The First Tee of Massachusetts designed to engage and develop area youth.
- Training provided in the USGA Course Rating System and assists with on-site support for course ratings.
- Assists with the annual renewal process for Mass Golf/GHIN membership.
- Support and assists with general operations and projects as they relate to all Member Service offerings and programs.

**[CLICK HERE TO APPLY FOR THE MEMBER SERVICES INTERNSHIP](#)**

#### **Communications**

***Internship Available: 4+ month***

***Contact: Catherine Carmignani – Director of Communications & Marketing – [ccarmignani@massgolf.org](mailto:ccarmignani@massgolf.org)***

- Provide event coverage in both written and digital form, including but not limited to pre-event press releases, special interviews, daily updates and post event recaps.
- Assist with on-site posting of content to web sites, photo galleries and social media sites (i.e. Facebook, Twitter, Instagram).
- Must have a basic working knowledge of WordPress and the Adobe Suite (Photoshop, Premier Pro, Illustrator and After Effects).
- Responsible for pitching and developing unique video content including post-production editing.
- Assist with graphic updating, editing and creation.
- Help build historical archives of stories, photos and videos.
- Assist with research, writing, fact checking, stat checking and proofing of content for the magazine
- Provide support for First Tee Massachusetts and Youth on Course activities.

**[CLICK HERE TO APPLY FOR THE COMMUNICATIONS INTERNSHIP](#)**

**Qualifications:** Applicants must have a high interest in golf administration, strong verbal and written communication skills, highly organized, and proficiency with MS Office programs. A background in the game of golf and rules of golf knowledge is also beneficial. Not eligible for consideration are Mass Golf/USGA employees, officials, their relatives, or past USGA grant recipients.

**Compensation:** This is a paid internship.

**Housing & Transportation:** Intern must arrange for housing in the Massachusetts area and provide their own reliable automotive transportation. Intern will be reimbursed for all related expenses when traveling on Mass Golf business and reimbursed for the use of their personal automobile while on official business.

**Office Attire:** Intern will be expected to wear casual, neat, business-type attire for all office responsibilities. Mass Golf attire will be supplied for event/on-site work.

Please send **Resume** and **Cover Letter** via email to the specified Mass Golf staff member listed above and indicate which internship(s) and length of internship you are interested in.

***All applications must be received no later than 4:30 p.m. (EST), Friday, January 8, 2021.***