

# INDIANA GOLF



INDIANA SECTION

Promoting the Game, Honoring the Tradition.

## INDIANA GOLF OFFICE

### Communications Intern

**Description:** The Indiana Golf Office is looking for a creative, dynamic, self-starter to serve as a communications intern. This internship will provide extensive writing and interviewing opportunities, as well as event coordination experience. This is an excellent opportunity for candidates interested in a career in sports communication.

#### **Job Responsibilities:**

- Attend select IGA, IWGA and Indiana PGA events
- Attend select Drive, Chip & Putt Championship events
- Attend select First Tee clinics
- Attend select fundraising events
- Shoot photography and video footage
- Conduct interviews with tournament winners and featured personnel
- Write post-round press releases for Indiana Golf Website
- Distribute post-round results and news releases to local media
- Execute the Indiana Golf Office social media plan
- Maintain media, public and sponsor relations
- Write features for *iGolf Indiana* magazine
- Update the Indiana Golf Office website

#### **Job Qualifications:**

- Excellent communication, public speaking and public relations skills
- Proficiency in Microsoft Office; Adobe Creative Suite knowledge preferred
- Experience in sports information, media relations or newspaper writing is ideal
- Outstanding writing and editing skills, with the ability to work under pressure and meet deadlines
- Experience in photography, video and social media
- Published media clips preferred
- Highly motivated
- Golf knowledge is a plus, but not mandatory
- Working toward a Bachelor's degree in Sports Administration, Communications, or Journalism preferred
- Ability to work independently
- Exceptional attention to detail required

**Start Date:** May 15, 2019

**Hours:** 30-40 hours per week

**Compensation:** \$7.25/hr. Travel and mileage expenses are reimbursed.

**To Apply:** Please send a cover letter, resume, and two writing samples to [kgaughan@indianagolf.org](mailto:kgaughan@indianagolf.org).

**Application Deadline:** January 4, 2019.

Candidates will be contacted via email upon receipt of their resume. Candidates selected for interviews will be notified of the next step in the process. Interviews will likely begin the first or second week in December, 2018. Please contact Kelly Gaughan at [kgaughan@indianagolf.org](mailto:kgaughan@indianagolf.org) with questions. Visit [www.indianagolf.org](http://www.indianagolf.org) to learn more about our organizations.