



Position: Media Relations Assistant

Department: Media Relations

Reports To: Director of Media Relations

Salary: Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for a Media Relations assistant. The Media Relations Assistant works directly with the front office. The Media Relations Assistant will be focused on day-to-day operations which will include both gameday and non-gameday events. Some positions can lead to full-time positions during the internship to other positions within the company at the completion of the internship.

Job responsibilities:

- Assist Media Relations with paperwork needs including filing & organizing
- Assists with various administrative tasks including preparing letters, flyers and processing of bulk mailings as needed
- Operate standard office equipment including:
 - Computer
 - Printer
 - Copy machine
 - Calculator
 - Fax machine
- Assist Media Relations with facilitating interview requests.
- Deliver post game box scores to both radio booths and coaching staffs (day games)
- Script and execute in game music and sound effects
- Collect and prepare lineup cards for press box and fan distribution
- Prepare miscellaneous team printed materials including stat packs, game notes and feature stories using the AP Style Book format
- Print Rosters for all teams and distribute to resale locations and coaching staff
- Delivery of various sales materials including flyers, posters and schedules
- Respond to and participate in all tarp calls during office hours

Requirements:

- Must be enrolled in college with a concentration Communication, Marketing or an associated field
- Must communicate in a professional manner
- Must be organized with good time management skills
- Computer proficiency in Windows and Microsoft applications.
- Must speak fluent English
- Must be able to see & hear
- Must be able to read and interpret a scoreboard
- Advanced knowledge and understanding of baseball including stats, facts and rules
- Must be able to work independently with little or no guidance or assistance
- Must speak fluent English

Qualifications

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Are high motivated with strong work ethic
- Have a strong desire to work in a team environment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to jobs@windsurge.com.