



2023 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).

Qualifications: Varies by position. Please click on the application links to learn about each internship's qualifications. 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.

To Apply: Please use the individual "Apply Now" links above for each specific internship posting. Candidates are encouraged to apply for more than one internship, if interested.

Mass Golf and the United States Golf Association are Equal Opportunity Employers.

Championships, Tournaments & Events

Internship(s) Available: Multiple 3 - 6 month internships available

Contact: Kevin Eldridge – Director of Rules & Competitions – keldridge@massgolf.org

- Support in the organization and administration of championships, tournaments, women's events, mixed events, junior events, and player development events. This includes Mass Golf, New England Golf Association, and United States Golf Association sponsored events.
 - Pre-event assistance with the processing of entries, website updating/maintenance and player communication.
 - 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, hydration stations, etc.).
 - Management and care for all event related equipment and supplies.
 - Works closely with host club staff, volunteers, and rules officials prior to and throughout events.
- Assist with data entry, specifically championship and tournament real-time scoring (Golf Genius Software).
- Develops proficiency in the use of Golf Genius Software.
- 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.

[TO APPLY – CLICK HERE](#)

Communications

Internship Available: One, 3 month

Contact: Stephen Hanjack – Director of Marketing & Communications – shanjack@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 content (videos, blogs, written stories).
- Assist with graphic updating, editing and creation.
- Assist with filming, production and editing of video content.
- 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.

TO APPLY SEND COVER LETTER AND RESUME TO: SHANJACK@MASSGOLF.ORG

Marketing and Video

Internship Available: One, 3 month

Contact: Stephen Hanjack – Director of Marketing & Communications – shanjack@massgolf.org

- Support staff in the creation of video content and digital features during Mass Golf events.
- Producing content for special features (exclusive interviews, course features, etc.) inclusive of photo, video, and drone footage
- Assist with on-site posting of content to web sites, photo galleries and social media sites (i.e., Facebook, Twitter, Instagram).
- Assist with filming, editing, and updating video & graphic content at select events.
- Help build the awareness for Massachusetts golfers about ways Courses & Clubs have a positive impact beyond the game.
- Staying on top of trends and analyzing audience behaviors on social media.
- Support editorial efforts for newsletters, website, and magazine, focusing on both AP Style and Conversational Copywriting.
- Examine analytics of Mass Golf's owned assets (newsletters, social media, and website) to help identify opportunities for optimization
- Must have a basic working knowledge of WordPress, Adobe Suite (Photoshop, Premier Pro, Illustrator and After Effects), and Meta Business.
- Basic understanding of how to operate a camera, lighting, and audio equipment.
- Provide support for First Tee Massachusetts and Youth on Course activities & other departments within Mass Golf as time permits.

TO APPLY SEND COVER LETTER AND RESUME TO: SHANJACK@MASSGOLF.ORG

Member Services, Tournaments & Events

Internship Available: One, 3 month

Contact: Jenna Walkiewicz – Assistant Director of Member Growth & Services – jwalkiewicz@massgolf.org

Internship Available: One, 6 month

Contact: Naomi Nesenoff – Manager of Women’s Events and Player Development – nnesenoff@massgolf.org

- Integral part of organizing and administrating women’s, mixed and parent child tournaments and member days.
- Highly immersed with statewide inter-club team match administration and player development events.
- Administrate online registrations, player support and communication support.
- Prepares pre-event materials and communications within established deadlines.
- Management and care for all event related equipment and supplies.
- Performs on-site tournament duties including but not limited to; course and infrastructure set-up, registration, starting, monitoring pace of play, and scoring.
- Develops proficiency in the use of Golf Genius Software.
- Supports and assists with general operations and projects as they relate to all Member Service offerings and programs. This includes, but is not limited to, updating the Mass Golf website and database, and utilizing data analytics to support membership growth.

[TO APPLY – CLICK HERE](#)