



BOWLING GREEN STATE UNIVERSITY RICHARD A. MAXWELL SPORT MEDIA PROJECT INTERNSHIP AT THE PRO FOOTBALL HALL OF FAME

June 3 - Aug. 9, 2013

INTERNSHIP DESCRIPTION

- The internship is an unpaid position that requires an undergraduate student to devote 35 hours per week to perform the tasks described under "Duties" below.
 - Work week: Monday-Friday, 9 a.m. to 5 p.m. (one hour per day for lunch). Two personal days will be granted, in addition to a day off for Independence Day, during the term of the internship. All candidates must be available and commit to working extended hours for the Hall of Fame Enshrinement and Game that take place on Saturday and Sunday, Aug. 3-4, 2013.
- The intern will work closely with and under the general supervision of the Manager-Digital Media/Communications.

DUTIES

- Work closely with the communications and digital media team to produce content for the Hall of Fame's website and social media platforms.
- Work with the communications team in preparation for and during the annual Pro Football Hall of Fame Enshrinement Festival with particular duties related to assisting the media with the coverage of the enshrinement and game.
- Assist in the gathering of information needed to fill requests from the many and varied users of the Hall of Fame's Ralph Wilson, Jr. Pro Football Research and Preservation Center.
- Various research, writing, and proofreading assignments for use in the Pro Football Hall of Fame's print publications.
- In addition to these day-to-day assignments, the intern can be expected to assist with other special projects as needed.

QUALIFICATIONS

- Majoring in communications, journalism, public relations, sport management, history, or related field.
- The person filling this position must have a basic knowledge of the National Football League and its history. In addition, the candidate for this position must also be willing to familiarize himself/herself with current events of the sport, so that his/her ready knowledge of this subject will make him/her better able to perform all duties of the internship.
- Knowledge of Microsoft Office is required.
- Must be cordial and willing to work with the public.
- Writing skills a plus.

APPLICATION PROCEDURE

Submit resume and cover letter by April 12, 2013. Writing sample(s) are optional. Send materials via email only to:

Pete Fierle, Manager-Digital Media/Communications at pete.fierle@profootballhof.com.