

MSGA Communications & Media 2023 P.J. Boatwright Jr. Internship



Start Date: Spring 2023. Flexible start date depending on candidate schedule.

Length of Internship: Four months with a preferred start in April/May 2023.

Location of Internship and Travel: The MSGA offices are located in Helena, Montana. Interns will have the opportunity to work in-office and in a remote office environment. The MSGA conducts six championships and multiple qualifiers across the state of Montana. The intern shall be expected to travel and attend these events during the summer unless a pre-approved absence is provided by organizational leadership.

About the Internship: In 1991, the USGA established the P.J. Boatwright Jr. Internship Program. This program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry level basis. Interns are not required to be enrolled in higher education institutions as long as they are available to perform the duties and adhere to the association's intern timeline.

About the Montana State Golf Association: The MSGA is a 501(c)(3) not-for-profit organization. Founded in 1917, the MSGA's purpose is to serve the game of golf in Montana. More specifically, the MSGA promotes, protects and grows the game of golf in Montana by providing amateur competitions, educational opportunities, technical support and benefits to golfers and golf clubs across the state of Montana.

Internship Description and Duties: The MSGA with support from the USGA offers a four-month internship to encourage interested individuals in acquiring a broad, valuable educational experience in golf administration. The principal duties of the internship are listed below:

- Social Media Management – with the help of the executive director, prepare, maintain and update social media with relevant content to our members.
- Assist with updates of the MSGA's website.
- Create written and photographic content for the MSGA's monthly newsletter.
- Document and produce visual content at tournaments, qualifiers, and member events.
- With the help of staff – prepare news articles, press releases, blog entries and content specific to tournament programs as well as member communications.
- Engage with the board to profile trustees, staff, volunteers, and member-club staff to include in both social media platforms and online resources.

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Each candidate will bring diverse interests and backgrounds. The MSGA is committed to providing a well-rounded experience and offer opportunities to allow interns to focus in areas of interest beyond the listed duties to ensure a valuable experience.

Internship Expectations, Requirements and Eligibility:

- Intern will report to MSGA executive staff in office or remote office settings.
- Willingness to travel throughout the state of Montana and work early mornings and late evenings during applicable tournaments. Some weekend work will be required during tournaments.
- Commitment to representing the MSGA in a professional and courteous manner.
- Proficiency with technology is a plus (Microsoft Office Suite, database software, social media platforms etc.) willingness to learn new software where applicable.
- Interest in learning about various aspects of golf is a must. Prior golf playing background is not required.
- USGA employees and relatives, USGA committee member or relatives are not eligible.
- PGA professionals/apprentices are not eligible.

Required Application Materials: All candidates must submit one document (preferably PDF) with resume, cover letter and up to three professional references.

Please email application materials to nick@msgagolf.org

Questions: Please direct any questions to nick@msgagolf.org