



JOB DESCRIPTIONS

Conejo Oaks Baseball Summer 2025 - Thousand Oaks, CA

Note for ALL Positions

- Position is **unpaid** but college credits/hours can be earned upon request
- Position is held from June 6th - Aug 4th
- Hours vary from game to game. Home game days are typically 1pm-8pm.
 - Interns arrive around 1-2.5 hours before game time depending on the position
- Away game hours differ from location to location. We go as far North to San Luis Obispo and as far south to Orange County. Transportation to away games will be provided.
- Check the game schedule before applying to ensure you can attend ALL games
- Must be available for Showcase Game and State Tournament Playoffs
- You will be representing the Conejo Oaks and the California Collegiate League, professionalism is expected
- Letter of recommendations can be written at the end of season upon request and dependent on job performance
- Interns will have the opportunity to interact with members of the professional, collegiate and amateur baseball community.
- **Out of area interns are responsible for finding their own housing**

Internship Position: Broadcaster and Producer

We are looking for someone who is passionate about the game of baseball and sports. Our broadcasters serve as the online voice of our home and away games. As most players are from out of town, their friends and family rely on our broadcast every game.

Responsibilities:

- Provide play by play of a live video broadcast for all games in a professional manner
- Work cohesively with a co-broadcaster and producer
- 2 Persons selected will rotate between Play by Play and Color Commentator, and Producer
- Manage the camera and update stat graphics for in game production
 - Along with sponsorship requirements
- Setup, breakdown and maintaining of video production equipment
- Communicate with the press box and on-field staff to coordinate pregame and post game interviews
- Extremely knowledgeable about the fundamentals of college baseball, including rules and positions

Requirements:

- 100% Commitment to ALL games
- Prior experience in live broadcasting (will need to send in tapes)
- Excellent communication and organizational skills
- Positive and friendly attitude

- Reliable transportation to all home games
- Willing to work long hours including nights and weekends
- Pursuing and undergraduate degree in related field

Internship Position: Game Day Operations

Responsibilities:

- Works closely with staff, interns, players, and coaches to make sure stadium procedures are ready to go before game time.
- Assist with setup and breakdown of game day equipment/materials
- Set up opposing team broadcast station
- Manage front gate and hand out admission tickets
- Manage Snack Bar
- Manage music and walkup songs throughout the entire game
 - Familiar with Spotify and Apple Music
 - Organize in between inning games for kids in attendance
- Assist with raffle tickets and purchases
- Assist with any other tasks the coaches or players may need on the spot
- Assist with other interns as needed
- Travel with the team to select away games to assist with meals for the team and any other miscellaneous items coaches may need. Transportation provided.

Requirements:

- 100% Commitment to all home games and various away games
- Pursuing an undergraduate degree in related field
- Positive and friendly attitude
- Reliable transportation and housing
- Willing to work long hours including nights and weekends

Internship Position: Statistical Analysis/Scouting

Responsibilities:

- Charting pitches using TRACKMAN at home games
- Set up and breakdown of 6 cameras to capture and upload game footage using SYNERGY SPORTS TECHNOLOGY
- Updating a stats chart after every game that the broadcasters can use
- Communicate with coaching staff regarding statistical analysis, game planning coordination

Requirements:

- 100% Commitment to all home games
- Extremely knowledgeable about college baseball, including rules, positions and pitch selection.
- Reliable computer to use Trackman and Synergy Sports with.
- Willing to work long hours including nights and weekends
- Pursuing an undergraduate degree in a related field.

Internship Position: Team Photographer

Responsibilities:

- Reports directly to the Director of Baseball Operations
- Capture photos of players, coaches, staff, and fan interactions

- Collaborate with Team Videographer, Social Media, and Game Day Operations interns
- Plan a “Media Day” once all players have arrived to take headshots and a team photo
- Edit photos to share with social media post games
- Create a system to get photos to social media and players efficiently (Dropbox, Google Photos, etc..)
- Finding safe locations around the field to get different perspectives of plays

Requirements:

- 100% Commitment to all Home games and select away games
- Own professional camera with memory cards
- Reliable computer/laptop to edit and share photos
- Prior experience with photography, preferably in a sports setting
- Basic understanding of baseball to get set up in the right position to capture plays
- Pursuing an undergraduate degree in related field
- Reliable transportation to all home games
- Willing to work long hours including nights and weekends
- Positive and friendly attitude.
- Excellent communication and organizational skills

Internship Position: Team Videographer

Responsibilities:

- Reports directly to the Director of Baseball Operations
- Capture video footage of players, coaches, staff, and fan interactions
- Collaborate with Team Photographer, Social Media, and Game Day Operations interns
- Create video and hype montages to post on all social media platforms
- Create a system to get videos to social media and players efficiently (Dropbox, Google Drive, etc..)
- Finding safe locations around the field to get different perspectives of plays

Requirements:

- 100% Commitment to all Home games and select away games
- Own professional camera with memory cards
- Reliable computer/laptop to edit and share videos
- Prior experience with videography, preferably in a sports setting
- Basic understanding of baseball to get set up in the right position to capture plays
- Pursuing an undergraduate degree in related field
- Reliable transportation to all home games
- Willing to work long hours including nights and weekends
- Positive and friendly attitude.
- Excellent communication and organizational skills

Internship Position: PA Announcer/Scoreboard

Responsibilities:

- Announce pregame introductions of teams and lineup
- Announce players as they walk up to the plate and any position changes on the field
- Announce sponsorship and advertisement information as needed between innings
- Collaborate with Game Day Operations interns to announce in between inning games with kids
- Manage the scoreboard for the duration of the game

Requirements:

- 100% Commitment to all home games
- Willing to work long hours including nights and weekends

- Comfortable announcing to crowds
- Pursuing an undergraduate degree in a related field.

Internship Position: Social Media Coordinator

Responsibilities:

- Maintain teams online social media presence
- Will handle the teams instagram and twitter account with professionalism
- Create graphics for lineups, score updates, final score, etc..
- Post live updates during the game and post game scores
- Interaction with staff, coaches and players to obtain content
- Post pictures/videos of fan interactions
- Come up with creative ways to increase fan attendance through social media

Requirements:

- 100% Commitment to all games
- Reliable phone to access/post to social media accounts
- Reliable computer/laptop to create graphics
- Prior experience with running social media accounts
- Pursuing an undergraduate degree in related field
- Reliable transportation to all home games
- Willing to work long hours including nights and weekends
- Positive and friendly attitude.
- Excellent communication and organizational skills

Internship Position: Equipment/Clubhouse Manager

Responsibilities:

- Manage team's equipment including bats, helmets, baseballs, uniforms, apparel, etc.
- Distribute uniforms, apparel, and equipment to all players and coaches
- Maintain and update inventory status throughout the entirety of the season
- Ensure proper set-up and clean-up of the clubhouse and dugout
- Clean uniforms every week via Laundromat or personal laundry machines
- Work closely with staff, interns, players, and coaches to make sure dugout/clubhouse procedures are ready to go before game time

Requirements:

- 100% Commitment to all home and select away games
- Pursuing an undergraduate degree in related field
- Reliable transportation to all home games
- Willing to work long hours including nights and weekends
- Thorough understanding of baseball and equipment needs
- Positive and friendly attitude
- Excellent communication and organizational skills