Company
United States Specialty Sports Association (USSSA) is a multi-sport management and production company serving the entire U.S. Midwest Sports Productions is a local affiliate and is one of the largest tournament and event management companies in the Midwest. MSP manages 200+ events each year with 7000+ tournament entries. We host multiple sports events and range through both youth and adult sports including baseball, basketball, fastpitch softball, and slowpitch softball. The national website for USSSA is http://www.usssa.com/. The local website for Midwest Sports Productions is http://www.playmsp.com and our local phone number is 913-543-6116.

Time Period
A typical internship will span over a semester of college and involves 600 hours, but that can be adjusted on our end if need be.

Hours
We can offer flexible hours during the week. They can either be full or partial days and either a full week or just a few days per week. We can work with the student on what works best for both of us. On the weekends the student can expect to work an average of 15-20 hours for pay (Fri, Sat, and Sun). The student will not be required to work every weekend.

Location
Our office is located at 21967 W. 83rd St., Shawnee, Kansas, which is where the weekday work will be based out of. Most weekend work will be at various parks and venues in and around the Kansas City Metro area, but we will have assignments that can and will be beyond the Kansas City Metro area.

Professional Requirements
Must be currently enrolled in an accredited college or university and pursuing a relevant major, such as Sports Management, Sports Marketing, Recreation & Parks Management, etc. Current GPA of 3.0 or higher. Strong working knowledge of Microsoft Office 2007 (Excel, Word, Power Point, Publisher). Experience with Social Media (including Facebook, Twitter, Instagram, etc.) is a plus, but not required.

Personal Requirements
Punctual and self-motivating. Must be comfortable working independently as well as in a team setting. Excellent verbal skills and must be able to write responses using proper language and grammar. Needs a valid driver’s license and be able to get to various park locations on his/her own.

Attire
Comfortable, appropriate summer attire is fine. Specific shirts will be provided for weekend work.

Special Project
If the internship requires that the student complete a special project that's apart from their regular duties, then we can assist in providing meaningful topics for that project and offer the direction needed for proper completion.
Job Responsibilities

Tournament Administration
1. Communication via email, website, and social media with event participants
2. Answer phone calls pertaining to events
3. Take phone payments for events
4. Organize and manage event data and information

On-site Event Management
1. Event Set-up and Preparation at various venues
2. Assist in Team Check-in
3. Tournament Bracket updates at sites and on websites
4. Field maintenance and cleanup
5. Merchandise and supplies delivery
6. Assist in Trophy Presentations
7. Take photographs and document events

Marketing
1. Create Marketing Emails and materials
2. Update social media outlets

Merchandising
1. Assist in organization of event merchandising
2. Prepare pre-sold materials
3. Prepare and ship website orders
4. Work on site in the point-of-sale merchandising operation

Applications
Interested students should supply a resume with at least two references to Charlie Beets, Attn: Internship, 21967 W. 83rd St., Shawnee, KS 66227 or via email to charlie@playmsp.com.