



# Utah Golf Association

## P.J Boatwright Internship

The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year, of over 20 amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of eleven men and women who serve for three, three-year terms. The day-to-day operations of the association are currently conducted by a full-time staff of five. The UGA has nearly 25,000 individual members and 120 clubs.

The UGA will be offering an internship in 2020 which is funded by the United States Golf Association. All interested applicants should apply directly to the UGA (see below).

<b>POSITION:</b>	4-month USGA P.J. Boatwright Internship – Media/Communications/Journalism
<b>START DATE:</b>	May 2020
<b>LOCATION:</b>	Salt Lake City, Utah
<b>SALARY AND BENEFITS:</b>	\$12.50/hour plus job related expenses included mileage reimbursement. (Overtime pay where applicable)
<b>REPORTS TO:</b>	Jacob Miller, Executive Director and Randy Dodson, President, Fairways Media
<b>PLEASE INCLUDE:</b>	Cover Letter, resume, references and a brief writing sample
<b>DEADLINE:</b>	Open until filled

**SEND LETTER OF INTEREST AND RESUME VIA E-MAIL TO:**

William Michetti, Membership & Marketing Director  
Utah Golf Association  
Email: [william@UGA.org](mailto:william@UGA.org)

*\*This is a full-time internship. The individual must be available for the entire 4-month period. Hours may vary depending on seasonal duties.*

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## P.J. Boatwright Jr. Internship – Job Description

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### Overall Job Mission

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This internship will involve exposure in all aspects of amateur golf administration. This includes: Membership services, support on the World Handicap System, an introduction to the USGA Course Rating System, championship administration, Rules of Golf education, association marketing, communications, media relations, general office administration and growing and administering women's amateur golf throughout Utah. Despite the diverse range of experiences, this internship is will focus on the UGA's communications/media and membership department. This position will work closely with the UGA's media and publishing arm, Fairways Media, to produce original content for the UGA website, Fairways Magazine (the official magazine of the UGA) and various UGA social media platforms. This position will also have exposure to the managing of the local sports media members and assist in videography and photography needs of the UGA.

### Primary Job Responsibilities

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- **Writing:** Produce tournament recaps for UGA Championships and other statewide tournaments, original Utah golf stories, volunteer spotlight articles, etc.
- **Social Media:** Develop content for all UGA social media platforms and interact with the golf community within those platforms
- **Video production:** Produce short clips for social media and event recaps including player, professional and volunteer interviews
- **Photography:** Cover UGA Championships from a photography perspective; utilize photos on all UGA platforms
- Assist Fairways Media in content creation for Fairways Magazine (The official magazine of the UGA)
- Manage UGA website content including publishing stories and updating pages
- Work with member clubs to receive and post tournament scores for events held throughout the state. Manage the UGAs Player Performance Ranking system
- Assist Membership Director in carrying out marketing strategies
- Act as support staff to the Membership Director in handling inquiries on the World Handicap System from members and member clubs
- Monitor and update course and tournament information on the website as needed
- Assist UGA staff members with conducting various meetings and seminars

### \*\*\*General Job Responsibilities\*\*\*

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- **Office Hours** – Maintain work hours as defined by UGA employee manual. This job requires a great deal of travel throughout Utah during the summer months
- **Employee Manual** – Comply with all other expectations as defined in UGA employee manual
- **Phone Answering** – Assist with answering general phone calls
- **General** – Perform additional duties as assigned by the Executive Director and staff