



## **BASKETBALL OPERATIONS INTERNSHIP**

### **Summary:**

The Washington Mystics Basketball Operations Intern will assist the Vice-President/General Manager and Basketball Operations Coordinator in all Mystics basketball operations efforts. This role will focus on Mystics basketball operations efforts both in-season and during the off-season (depending on the time of the internship). The candidate will work on the day-to-day operations, strategies and objectives of the department. During the summer internship, attendance at all Mystics home games and road games is required. The position reports to the General Manager.

### **Essential Duties & Responsibilities:**

- Provide overall administrative support and oversee all filing & organizational elements for Mystics Head Coach, Mystics Assistant Coaches, and Mystics General Manager.
- Perform various administrative tasks including but not limited to scheduling appointments, submitting expense reports, monitoring compliance with worker's compensation claims, covering the phones, and coordinating external correspondence (i.e. mailings), as determined by GM.
- Compile tracking documents for a variety of department wide needs (i.e. vacation time, expenses/invoices, etc.).
- Arrange and coordinate non-team related travel for supervisors.
- Set up departmental meetings, calendar, and meeting preparation (i.e. agenda).
- Establish and/or maintain an organized filing system.
- Oversee all in-season and off-season WNBA, international, and college video editing requests.
- Serve as the Mystics point of contact for WNBA video requirements.
- Oversee all in-season & off-season travel (flights, hotel, buses) as directed by GM.
- Assist Basketball Ops Coordinator with scheduling home and road practice times & shootaround schedules.
- Help Mystics Equipment Manager set up facilities for Mystics and visiting team practices, shootarounds, and games and serve as the primary contact for the aforementioned items.
- Organize scouting player files.
- Work with the Mystics Equipment Manager to maintain the inventory and working condition of all Mystics equipment including, but not limited to uniforms and practice gear.
- Assist staff in coordinating and arranging in-season housing and vehicles for team members.
- Assist GM & HC in maintaining high level of staff communication between departments by overseeing all internal basketball-related communication.
- Other duties as assigned by coaching staff or executive staff.