



2025 GAP P.J. Boatwright Internship (Communications)

The Golf Association of Philadelphia (GAP) is looking for skilled and personable individuals for a 2025 summer internship in the Communications department. This three-month internship (May to August) will offer students the opportunity to learn about all facets of GAP's communications operations.

Internship Timing and Details

The Communications Internship spans three months, starting in early- to mid-May and lasting until the same timeframe in August. This position works 40 hours per week, with the occasional longer week in which overtime will be paid when it occurs. General office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Intern hourly rate is \$12.50. Mileage for travel to events is reimbursed at current IRS rates. Lunch is provided on all event days. Interns are supplied with required GAP clothing (hat, shirt, etc.) for use on tournament days.

Duties and Responsibilities

In this position, interns are expected to handle a variety of roles before, during and after an event, including but not limited to the following:

- Work with the Director of Operations to ensure awareness of GAP events, programs and services
- Provide frequent written Web content
- Contribute frequent news and feature stories to GAP Magazine
- Provide frequent tournament coverage by writing stories/recaps as assigned
- Provide video coverage during tournaments as assigned
- Ability to edit video YouTube/social media hits
- Provide tournament updates via social media (Facebook, X, Instagram, TikTok)
- Record and narrate Instagram broadcasts during Major championships
- Contribute video packages as assigned
- Provide photography during Association tournaments/events as assigned
- Accompany media on course to offer assistance and to ensure GAP media guidelines are followed
- Assist tournament operations on and off site
- Perform any other miscellaneous tasks as assigned by the Director of Operations

Job Requirements

- College student or recent college graduate (credits available if allowed by university)
- Reliable transportation is a must
- Ability to work in the GAP office in Broomall, Pa. on non-tournament days
- Key traits - punctual, personable and precise
- Willingness to work early mornings and the occasional late evening
- A strong writing emphasis is expected
- Golf experience helpful but not required
- Ability to lift up to 40 pounds

About the P.J. Boatwright Internship Program

The USGA established the P.J. Boatwright Internship program in 1991 for individuals interested in pursuing a career in golf administration. Opportunities are available at each USGA Allied Golf Association, of which GAP is the representative in Eastern Pennsylvania, parts of New Jersey and the state of Delaware. Around 40 percent of current full-time employees of Allied Golf Associations got their start as P.J. Boatwright Interns, including eight members of the GAP staff.

About GAP

GAP was founded in 1897 and is the nation's oldest state or regional golf association. GAP is comprised of nearly 340 Member Clubs and 120,000 Individual Members. Headquartered in Broomall, Pa., GAP has 27 full-time staff members. GAP runs events on nearly 200 days each calendar year throughout the region.

Interested candidates should send a cover letter and resume to Mario Machi, Assistant Executive Director, at mmachi@gapgolf.org.