



LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION

Educating Through Athletics Since 1920

Baton Rouge, Louisiana

Sports Administration & Event Operations Internship

Location: LHSAA Office (Baton Rouge) and State Championship/Event Sites

Term: Fall, Spring (Semester-based; flexible start dates)

Hours: Part-time; evenings and weekends required during events

Compensation: Paid or Unpaid (Academic credit encouraged)

Internship Overview

The Louisiana High School Athletic Association (LHSAA) offers a structured internship program designed to provide hands-on experience in interscholastic athletic administration, event operations, communications, and governance. This internship supports the daily operations of the Association while offering meaningful professional development for students pursuing careers in sports management or related fields. This program reflects LHSAA's long-standing mission to educate, serve, and support member schools through athletics.

Primary Responsibilities

Intern responsibilities may include assistance across multiple departments and sports, including:

Event & Championship Operations

- Assist with pre-event preparation, including credentials, team packets, trophies, medals, signage, and materials
- Provide on-site support at state championships and association events (team check-in, gate operations, credential verification)
- Assist with event setup and breakdown
- Support staff, volunteer, and logistics coordination during events

Administrative & Office Support

- Assist with front desk operations, phone communication, and visitor support
- Help with filing, mail, deliveries, and document organization
- Update databases such as Constant Contact and Coaches Classifieds
- Assist with eligibility-related documentation and scholarship materials

Communications & Media Support

- Assist with social media and marketing efforts

- Help document meetings and events through photography and written summaries
- Assist with program creation and credential preparation
- Support Hall of Fame events and Annual Convention activities

Governance Exposure

- Assist with preparation for Executive Committee meetings and conventions
- Help review calendars, handbook updates, and championship documentation

Preferred Qualifications

- Interest in sports administration, athletic governance, or event management
- Strong communication and organizational skills
- Basic computer and technology proficiency
- Ability to work flexible hours, including evenings and weekends
- Attention to detail and willingness to assist across departments
- Experience with photography, videography, or creative content is a plus
- Reliable transportation and willingness to travel

Professional Development Opportunities

Interns will gain:

- Practical experience within a statewide athletic association
- Exposure to championship event operations and administrative governance
- Skill development in communication, organization, and event management
- Networking opportunities with athletic administrators and coaches across Louisiana

Application Process

Interested candidates should submit a résumé and brief statement of interest to:

Jessica Barber, *LHSCA Executive Director*

jbarber@lhsaa.org