



The Los Angeles Dodgers currently have a full-time opportunity for **Specialist, Digital & Print Content & Alumni Relations**. Following you will find a brief description of the job and application process. For additional information, please contact [TalentRelations@ladodgers.com](mailto:TalentRelations@ladodgers.com).

**Title:** Specialist, Digital & Print Content & Alumni Relations  
**Department:** Communications & Public Relations  
**Reports to:** Director, Digital & Print Publications & Alumni Relations  
**Status:** Full-Time  
**Pay Range:** \$28.00 - \$30.00/hour\*  
**Posting Date:** June 27, 2024  
**Deadline:** July 1, 2024

*\*Compensation rates vary based on job-related factors, including experience, job skills, education, and training.*

This Specialist, Digital & Print Content & Alumni Relations position will produce written and digital content (long-form and short-form) and support the Director, Digital & Print Content & Alumni Relations in the production of Dodger Insider Magazine, the Dodger Insider digital site, the Dodgers annual yearbook and other online content.

This role will work closely with players, coaches, and front-office personnel in addition to the public relations, marketing, and broadcasting departments to deliver team messaging and original content to fans, corporate partners and team employees.

The Specialist, Digital & Print Content & Alumni Relations will also support Alumni Relations initiatives and administrative duties in the development of programming, content and community impact opportunities for the organization. The position will intake requests, conceptualize, help strategize and complete projects that ensure positive experiences for Dodgers Alumni and partners that also benefit the organization.

*Essential Duties/Responsibilities:*

- Write original content for all Dodger digital and print publications while integrating Dodger marketing messages. Edit and lead the timely printing and delivery of the publication on a semi-monthly basis (12 issues per year, April-October)

- Create innovative content that will be used across Dodger digital content channels (Content is primarily in written form)
- Collaborate with the marketing and public relations departments and team photographer to select photography for publications. Coordinate with various departments that aid in producing magazine content
- Serve as auxiliary editor for materials from marketing, ticketing and public relations departments
- Sync with contributors to maintain a consistent brand voice and message
- Contribute content to the @DodgerInsider Twitter account
- Serve as a liaison for third-party support (such as printers, freelancers) for Dodger Publications
- Collect, organize and analyze data and identify efficiencies
- Secure Dodger Alumni for internal and external appearance requests for marketing, PR, social media, LADF, Community Relations, sponsorship, ticketing and sales
- Set schedule for Alumni appearances, process appearance fees (whenever appropriate), secure and confirm player appearances, arrange video/photography, transportation, security, staffing and more for appearances
- Provide support for alumni-related events (securing, confirming and reminding the alumni and ensuring appropriate collateral material for the event), such as Adult Camp, Foundation and Community Relations events and Global Partnership events
- Facilitate pregame meet and greets; provide assistance with guests and coordinate all logistics
- Support Director, Digital and Print Publications and Alumni Relations in crafting proposals, coordinating all aspects of programs with appropriate departments (i.e. Marketing, Ticket Operations, Group Sales, Ballpark Operations, etc.), facilitating logistics, staffing, securing photography/videography coverage, and recognition (thank you letters, club recognition, recap reports, etc.)
- Help add to and maintain alumni database to create better touchpoints and stewardship opportunities
- Help identify new working relationships with Alumni and provide stewardship
- Perform other related duties as assigned

*Basic Requirements/Qualifications:*

- Bachelor's degree in Journalism or related field
- 3-plus years experience in communications/journalism or marketing (must have storytelling experience)
- Bilingual English/Spanish preferred
- Prior experience in online publishing and handling the writing, production and printing of a publication
- Experience in writing on deadline
- Experience in writing Major League Baseball game, feature and news stories
- Proven understanding of Associated Press style

- Strong strategic understanding and utilization of Facebook, Twitter, and other platforms. Personal curiosity about staying up-to-date on the latest trends
- Excellent writer and communicator (in both written and verbal form), with outstanding grammar. High-level editing skills and a keen eye for photography and graphic design
- Experienced interviewer with the ability to dialogue with all constituents
- Able to thrive in a fast-paced, constantly evolving work environment
- Knowledgeable and passionate about current Dodgers, Dodgers history, baseball trends, statistics
- Substantial interpersonal skills and available to work a flexible schedule
- Proficiency in Photoshop, Adobe creative tools, Microsoft Excel, video editing and production software a plus
- Possess excellent communication, organizational and social skills
- Ability to work evenings, weekends, holidays, and other variable hours as needed
- Proficient in Microsoft Office software, Google Workspace
- Strive to maintain high productivity goals as both a member of a team and as an individual!

**Current Los Angeles Dodgers employees should apply via the internal job board in UltiPro by following these prompts:**

*MENU > MYSELF > MY COMPANY > VIEW OPPORTUNITIES > select the position > CONSENT > APPLY NOW*

LOS ANGELES DODGERS LLC is firmly committed to providing equal opportunity for all qualified applicants from every race, creed, and background. The Organization is also firmly committed to complying with all applicable laws and governmental regulations at the state and local levels which prohibit discrimination.

LOS ANGELES DODGERS LLC considers all applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, military status, citizenship status, pregnancy or related medical conditions, marital status, ancestry-ethnicity, or any other characteristic protected by applicable state or federal civil rights law. The Immigration Reform and Control Act requires that the Organization obtain documentation from every individual who is employed, which verifies their identity and authorizes their right to work in the United States.

LOS ANGELES DODGERS LLC is committed to the full inclusion of all qualified individuals. As part of this commitment, LOS ANGELES DODGERS LLC will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact [pops@ladodgers.com](mailto:pops@ladodgers.com).