

Facilities Website Intern

About San Antonio Sports

Since 1984, San Antonio Sports has put San Antonio on the global stage. From NCAA Championships to the San Antonio Marathon, the premier events we've hosted have delivered more than \$1.5 billion for our local economy.

But we are not just about big games. We're a nonprofit organization whose mission is to transform our community through the power of sport. We recognize the link between healthy bodies and healthy minds and work every day to provide sports and fitness programs that inspire children and their families to live active, healthy lives.

About Our Internship Program

San Antonio Sports internships provide hands-on professional experience within a nonprofit sports organization. Interns are welcomed as contributing members of our team and have opportunities to collaborate with staff, volunteers, and community partners while supporting our programs and events throughout San Antonio.

Our internship program is designed to help students apply what they are learning, strengthen their professional skills, and explore career opportunities in sports, events, and nonprofit management. Interns will gain practical experience, receive guidance from members of the San Antonio Sports team, and see firsthand what it takes to deliver impactful community programs and high-quality events.

We're looking for curious, dependable, and self-motivated individuals who take initiative, communicate well, and enjoy working as part of a team.

Position Overview

The Facilities Website Intern will support the development and launch of a new San Antonio Sports website showcasing sports and recreation facilities across the San Antonio area. Working with staff, members of the Board of Directors, the project team, and facility operators, the intern will gather, verify, organize, and prepare facility information and visual assets for the site.

The website is intended to serve both community members looking for places to play and event organizers evaluating San Antonio as a host destination. Following an internal testing phase planned for November 2026, the intern will continue to refine and update content for a public launch in 2027.

Duties & Responsibilities:

- Work with the project team to understand goals, establish priorities, and develop action plans and milestone schedules.
- Research sports and recreation facilities across the San Antonio area and verify information for accuracy and completeness.
- Communicate professionally with facility owners, operators, sports information directors, and other contacts to request facility details, plans, and approved images.
- Coordinate and schedule on-site visits when new photography is needed.
- Develop shot lists and photograph facilities to create clear, informative, and visually engaging images.
- Select, edit, and enhance facility images using Adobe Photoshop or similar software, as needed.
- Organize digital files using a consistent folder structure, naming convention, and documentation process.
- Convert and optimize image files for website, while maintaining image quality.
- Review content and images with project leadership and make revisions based on feedback.
- Upload or transfer approved content and images to the Facilities website and coordinate with staff or technical partners regarding storage and backups.
- Provide regular progress updates, identify questions or roadblocks, and help keep the project on schedule.
- May assist in research and administrative support in the analysis of a new multi-sports facility

Qualifications:

- Current college student or recent graduate; coursework in graphic design, photography, communications, marketing, sports management, recreation, hospitality, information systems, or a related field is helpful but not required.
- Strong written and verbal communication skills, including confidence, communicating with external partners.
- Ability to organize detailed information, manage multiple deadlines, and follow a project through completion.
- Dependable, proactive, comfortable asking questions, and able to work both independently and collaboratively.
- Experience with digital photography and basic photo composition.
- Working knowledge of Adobe Photoshop or similar photo-editing software.
- Comfort working with digital file formats, folder structures, and web-based content systems.
- Working knowledge of Microsoft Word, Excel, and Outlook.

Schedule, Compensation, & Requirements:

- Approximately 15–20 hours per week, primarily during regular business hours of 9 a.m.–5 p.m., Monday through Friday.
 - Hours are flexible and will be coordinated around the intern’s schedule and project needs.
 - This position is primarily remote, with the need to occasionally attend meetings at San Antonio Sports offices or visit facilities across town.
- Some evening or weekend availability may be required for facility visits and photography.
- The anticipated start date is October 2026. The end date will be determined based on the project timeline and organizational needs.
- Reliable transportation is required for travel to the San Antonio Sports office at the Alamodome and facility locations throughout San Antonio.
- Must be able to lift and move photography or related equipment weighing up to 30 pounds, with or without reasonable accommodation.
- One paid internship is available at a rate of \$12 per hour.
- Intern must provide a personal computer or laptop to work from. San Antonio Sports will provide necessary access to shared documents and folders.

To apply, please complete [this form](#) and follow all directions.

Qualified applicants will be contacted to schedule an interview.

To learn more about San Antonio sports, visit sanantoniosports.org