



INTERNSHIP PROGRAM | JOB DESCRIPTION

Job Title:	Cheerleading Intern	Job Classification:	Non-exempt
Department/Group:	Marketing/Cheerleading	Travel Required:	Yes – Yes overnight
Manager/Supervisor:	Director of Cheerleading	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	
Level/Salary Range:	n/a	Posting Expires:	
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:	Teamworkonline.com	Internal Posting URL:	

General Description:

The Cheerleading intern will assist in managing Cheer appearances and the Cheer Social Media accounts, as well as assisting with the day-to-day operations of the Cheerleading department. Specific tasks include, but are not limited to the following:

Job Description

GENERAL POSITION RESPONSIBILITIES

- Cheer Appearances
 - Work with client and cheerleaders on appearance details and booking
 - Manage cheerleader appearance hours
- Colts Cheer Social Media Accounts
 - Organize and manage content for the Colts Cheer Social Pages (Instagram, Twitter, Facebook)
 - Assist with creating content and graphics
- Assist at Colts home games
- Assist on all photoshoots, could include travel
- Assist with all Youth Cheer programs and events
 - Clinics, Summer Camp, Appearances
- Assist with all Cheer events
 - Auditions, Specialty Appearances, etc.
- Track media coverage and associated value for cheer appearances or events
- Handling administrative tasks for the department (production orders, etc.)
- Assisting the Marketing Department with all events, as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Exceptional communication skills (verbal and written)
- Strong computer skills (Word, Excel and Outlook)
- Commitment to teamwork, as well as individual responsibility
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports
- Valid driver's license and the ability to drive a company vehicle
- Must be able to lift heavy objects

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: April-December Low Season Dates: January-March

Available to offer assistance interdepartmentally during low season? Yes

ADDITIONAL NOTES

- Availability to work nights and weekends



INTERNSHIP PROGRAM | JOB DESCRIPTION

Job Title:	Community Relations Intern	Job Classification:	Non-exempt
Department/Group:	Marketing/Community Relations	Travel Required:	Yes – No overnight
Manager/Supervisor:	Community Relations Assistant	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	n/a
Level/Salary Range:	n/a	Posting Expires:	n/a
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:	Teamworkonline.com	Internal Posting URL:	

General Description:

The Indianapolis Colts are seeking a highly motivated individual to fill a full-time Community Relations Internship position within a fast-paced, team-oriented environment. This individual will work with the team's Community Relations staff to assist in enhancing the team's presence within the community and support the organization's overall mission.

Job Description

GENERAL POSITION RESPONSIBILITIES

- Assist with day-to-day communication including Colts.com requests, e-mail, phone calls, mail and special requests
- Write press releases and web stories for community programming and events
- Assist with the planning, promotion and execution of player appearances and community events
- Track media coverage and associated value for each community event
- Assist with overall development and daily updates to @ColtsCommunity social media accounts to highlight community efforts
- Write and submit updates and content for the community section of Colts.com website
- Fulfill all charitable donations through the Community Relations online donation program
- Assist with community game day operations including: 50/50 Raffle Program, Ticket Block, and Game Day Collections
- Work with other internal departments on various special projects throughout the season
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Live within driving distance of Indiana Farm Bureau Football Center or be willing to relocate during the internship
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports
- Strong computer skills (Word, Excel and Outlook)
- Strong communication and customer service skills
- Ability to lift and move heavy objects
- Ability to stand for long periods of time
- Valid driver's license and the ability to drive a company vehicle

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: May - January Low Season Dates: February-April

Available to offer assistance interdepartmentally during low season? Yes

ADDITIONAL NOTES

- Availability to work nights and weekends
- Up to two positions available in 2020



INTERNSHIP PROGRAM | JOB DESCRIPTION

Job Title:	Events Intern	Job Classification:	Intern, hourly
Department/Group:	Marketing/Events	Travel Required:	Yes
Manager/Supervisor:	Events Manager	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	n/a
Level/Salary Range:	n/a	Posting Expires:	n/a
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:		Internal Posting URL:	

General Description:

The Events Intern (Season-Long) will manage all aspects of the team's traveling museum (Colts In Motion), assist with the planning, promotion and execution of signature Colts events and as well as the assisting with the day-to-day operations of the Marketing/Events department. Specific tasks include, but are not limited to the following:

Job Description

GENERAL POSITION RESPONSIBILITIES

- Planning, promoting and executing all Summer Tour Events including Fan Fests, Colts at Bat and Colts in Motion
- Coordinate all Colts In Motion scheduling, repairs, driver payments, etc.
- Assist in the planning, promotion and execution of all Training Camp events, as well as the overall Training Camp Experience
- Assist in the planning, promotion and execution of all signature events including Town Hall, Colts 5K, Kickoff Concert, etc.
- Assist Marketing/Events department in various game day responsibilities including Touchdown Town, in-game promotions, halftime events, etc.
- Assist with the promotion and sale of Fan Club Memberships at designated events
- Assist with overall development and daily updates to all @ColtsEvents social media accounts
- Handling administrative tasks for the department (check requests, production orders, etc.)
- Assist with www.colts.com/events updates
- Manage Register To Win prize distribution
- Work with other internal departments on various special projects throughout the season
- Update and track media coverage records for the Events Department
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Live within driving distance of Indiana Farm Bureau Football Center or be willing to relocate during the internship
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports
- Strong computer skills (Word, Excel and Outlook)
- Strong communication and customer service skills
- Ability to lift and move heavy objects
- Ability to stand for long periods of time
- Valid driver's license and the ability to drive a company vehicle

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INTERNSHIP PROGRAM | JOB DESCRIPTION

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: May – January Low Season Dates: February/March

Available to offer assistance interdepartmentally during low season? Yes

ADDITIONAL NOTES

- Availability to work nights, weekends and some Holidays
- Internship may be extended depending on special projects and assistance needed during the offseason
- Up to two positions available in 2020

Job Title:	Marketing Intern	Job Classification:	Intern, hourly
Department/Group:	Marketing/Marketing	Travel Required:	Yes
Manager/Supervisor:	Sr. Marketing Manager	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	n/a
Level/Salary Range:	n/a	Posting Expires:	n/a
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:		Internal Posting URL:	

General Description:

The Marketing intern (Season-Long) will assist in the management of all Fan Club and Loyalty program elements, as well as assisting with the day-to-day operations of the Marketing department. Specific tasks include, but are not limited to, the following:

Job Description

GENERAL POSITION RESPONSIBILITIES

- Assist in the day-to-day management of all Fan Clubs including updating memberships, planning events and providing general customer service
- Oversee promotion and sale of Fan Club Memberships at designated events
- Assist in the day-to-day management of the Loyalty program including updating prizes, promoting and providing general customer service
- Assist with execution of sweepstakes promotions and contests throughout the season
- Assist with management of premium items inventory
- Assist Marketing department in various game day responsibilities
- Assist with Ticket Marketing as needed
- Handle administrative tasks for the department (check requests, production orders, etc.)
- Assist with www.colts.com updates
- Assist with social media strategy for ancillary Colts accounts
- Work with other internal departments on various special projects throughout the season
- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Live within driving distance of Indiana Farm Bureau Football Center or be willing to relocate during the internship
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports

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INTERNSHIP PROGRAM | JOB DESCRIPTION

- Strong computer skills (Word, Excel and Outlook)
- Strong communication and customer service skills
- Ability to lift and move heavy objects
- Ability to stand for long periods of time
- Valid driver's license and the ability to drive a company vehicle

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: May – January Low Season Dates: February/March

Available to offer assistance interdepartmentally during low season? Yes/No

ADDITIONAL NOTES

- Availability to work nights, weekends and some Holidays
- Internship may be extended depending on special projects and assistance needed during the offseason

Job Title:	Partnership Marketing Intern	Job Classification:	Intern, hourly
Department/Group:	Corporate Partnerships	Travel Required:	Yes
Manager/Supervisor:	Director of Partnership Marketing	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	n/a
Level/Salary Range:	n/a	Posting Expires:	n/a
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:		Internal Posting URL:	

General Description:

The Partnership Marketing Intern will assist the Partnership Marketing and Corporate Sales teams with planning and fulfillment of the Corporate Partnership agreements, as well as the assisting with the day-to-day operations of the Corporate Partnerships department. Specific tasks include, but are not limited to the following:

Job Description

GENERAL POSITION RESPONSIBILITIES

- Assist the partnership marketing and sales team with the planning, organization and execution of corporate partner agreements
- Attend all home games and assist Corporate Partnerships department in various game day responsibilities
- Attend and assist with all Corporate Partnership hospitality events
- Handling administrative tasks for the department (check requests, production orders, etc.)
- Help collect, organize and maintain sponsor photos
- Serve as the on-site liaison for partners at Marketing Department events
- Assist in monitoring and tracking partner branded content on Colts digital and social media channels
- Assist in tracking radio and TV bonuses throughout the year
- Assist with partner recap process by collecting data and imagery throughout the season
- Assist in the organization, tracking and shipping of contractual merchandise for partners
- Attend and serve as the point person at a number of events and promotions for partners
- Work with other internal departments on various special projects throughout the season
- Other duties as assigned

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INTERNSHIP PROGRAM | JOB DESCRIPTION

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Live within driving distance of Indiana Farm Bureau Football Center or be willing to relocate during the internship
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports
- Strong computer skills (Word, Excel and Outlook)
- Strong communication and customer service skills
- Ability to lift and move heavy objects
- Ability to stand for long periods of time
- Valid driver's license and the ability to drive a company vehicle

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: May – January Low Season Dates: February/March

Available to offer assistance interdepartmentally during low season? Yes

ADDITIONAL NOTES

- Availability to work nights, weekends and some Holidays
- Internship may be extended depending on special projects and assistance needed during the offseason
- Up to two positions available in 2020

Job Title:	Youth Football Intern	Job Classification:	Intern, hourly
Department/Group:	Marketing/Events	Travel Required:	Yes
Manager/Supervisor:	Youth Football Manager	Position Type:	Full-time (May – End of Season)
Direct Reports:	n/a	Date Posted:	n/a
Level/Salary Range:	n/a	Posting Expires:	n/a
Game Day Responsibilities:	Yes	Driving Req? Co Car?	Yes
External Posting URL:		Internal Posting URL:	

General Description:

The Youth Football (Season-Long) intern will coordinate and assist in execution of all Colts Big Blue Football and Fitness Camps, as well as assisting with the day-to-day operations of the Youth Football department. Specific tasks include, but are not limited to the following:

Job Description

GENERAL POSITION RESPONSIBILITIES

- Coordinate all Colts Big Blue Football and Fitness Camp scheduling, event preparation, and assist with execution.
- Coordinate all Colts Play 60 Zone scheduling and execution.
- Coordinate Friday Night Football Tour scheduling, promotion, execution, etc.
- Assist with the execution of all Youth Football events including Colts Sunday Night 7-on-7, 7-on-7 Showcase, Parent's Clinic, Colts Skills Camp and 7-on-7 Tournament of Champions
- Assist in planning and execution of all Training Camp events.
- Assist Youth Football department in various game day responsibilities including Play 60 Zone, youth football tradition, youth game day experience, etc.
- Assist with overall development and daily updates to all @ColtsYouthFB social media accounts
- Handling administrative tasks for the department (check requests, production orders, etc.)
- Assist with www.colts.com/youthfootball and www.colts.com/highschoolfootball updates
- Work with other internal departments on various special projects throughout the summer



INTERNSHIP PROGRAM | JOB DESCRIPTION

- Update and track media coverage records for the Youth Football Department

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- Perform other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Recent graduate from an accredited university
- Live within driving distance of Indiana Farm Bureau Football Center or be willing to relocate during the internship
- Detail oriented, highly motivated, organized, with the ability to multi-task, be flexible and passionate about working in sports
- Strong computer skills (Word, Excel and Outlook)
- Strong communication and customer service skills
- Ability to lift and move heavy objects
- Ability to stand for long periods of time
- Valid driver's license and the ability to drive a company vehicle

ANTICIPATED HIGH/LOW SEASON DATES

High Season Dates: May – February Low Season Dates: March/April

Available to offer assistance interdepartmentally during low season? Yes

ADDITIONAL NOTES

- Availability to work nights, weekends and some Holidays
- Internship may be extended depending on special projects and assistance needed during the offseason