



PHILADELPHIA EAGLES

SEASONAL ASSOCIATES AND INTERNSHIP PROGRAM

SEASONAL ASSOCIATE



The Philadelphia Eagles offer an opportunity to learn and gain hands-on experience within a professional sports organization. The Eagles' Seasonal Associates and Internship Program is an excellent first step in your professional development.

ON AVERAGE ROUGHLY 30% OF THE ORGANIZATION HAD PREVIOUSLY BEEN PART OF OUR SEASONAL ASSOCIATE AND INTERNSHIP PROGRAM.

The Seasonal Associate opportunities are structured as post-graduate positions. These positions pay hourly with the opportunity to earn overtime. Please note, we offer limited opportunities for semester long and/or summer internships (for academic credit) for current students. All travel and housing arrangements are the responsibility of the Seasonal Associate or Intern.



SEASONAL ASSOCIATE

► COMMUNITY RELATIONS SEASONAL ASSOCIATE

Description: The Community Relations seasonal associate will coordinate the receipt and fulfillment of requests for promotional/memorabilia items by community, charity-related, and/or corporate groups and will also assist with arranging and managing community and youth football events, and public appearances by players, members of the football staff, and/or front office executives.

Requirements: Bachelor's Degree required. Previous experience with event planning required. Excellent communication and customer service skills are required.

► CORPORATE PARTNER ACTIVATION SEASONAL ASSOCIATE

Description: The Corporate Partner Activation seasonal associate will be under the close supervision of the VP of Corporate Partner Activation and the Director of Partner Activation of the Philadelphia Eagles. This role will assist in assuring full and quality execution of partnership contract benefits as well as preparation and execution of events. Support with the execution of game day activities, in-game promotions, Training Camp elements, and other events. Additionally, this role will assist in writing end of year Partner recaps. Perform additional duties assigned by all members of the Corporate Partner Activation team daily.

Requirements: Bachelor's Degree required. Must be detail oriented with a strong work ethic. Previous event experience required. Ability to work independently on assigned projects. Must be flexible to work nights and weekends.

► CORPORATE SALES SEASONAL ASSOCIATE

Description: The Corporate Sales seasonal associate will support the Corporate Partnership Sales department in various responsibilities including research, creating pitch decks, assisting with sales presentations, assisting with marketing materials, and attending events for corporate partners.

Requirements: Bachelor's Degree Required. Must be proficient in PowerPoint. Prior experience creating sales presentations or pitch decks strongly preferred. Excellent verbal and written communication skills are required.



SEASONAL ASSOCIATE

► EAGLES AUTISM FOUNDATION SEASONAL ASSOCIATE

Description: The Eagles Autism Foundation (EAF) seasonal associate is responsible for providing overall administrative and logistical support to the department. Additionally, the seasonal associate will assist the EAF team in all areas of event execution and related promotional activities.

Requirements: Qualified individuals should have the ability to maintain a professional demeanor, demonstrate excellent time management skills and thrive in a fast-paced environment. Bachelor's Degree required. Experience with administrative support and event planning and execution. Exceptional organizational, interpersonal, verbal, and written communication skills. Microsoft Office skills (Word, Outlook, Excel, PowerPoint). Experience with online registration and CRM software. Experience working in a high-pressure, fast paced environment with quick deadlines.



"My internship with the Philadelphia Eagles gave me countless opportunities for exposure and access to some of the most successful people in sports and business through my daily responsibilities whether that be through email, on gamedays, or at events."

- Corporate Partner Activation Coordinator

► EAGLES ENTERTAINMENT - CONTENT PRODUCTION SEASONAL ASSOCIATE

Description: The Content Production seasonal associate will assist the Eagles Entertainment department in the creation and development of content to distribute across all social media platforms as well as PhiladelphiaEagles.com including real-time coverage of live team events and functions.

Requirements: A degree in marketing, communications, social media, or related field with previous on the job social media experience. Ability to shoot video and have knowledge of video editing software a plus. Extensive knowledge of Facebook, Twitter, Instagram, Snapchat, YouTube preferred. Strong storytelling/copywriting/copyediting skills.



SEASONAL ASSOCIATE

► EAGLES ENTERTAINMENT - PHOTOGRAPHY/ CINEMATOGRAPHY PRODUCTION SEASONAL ASSOCIATE

Description: The production seasonal associate will operate various camera systems but not limited to Canon C300, Arri Amira, Canon 5D, Sony A7. Assist with the setup and breakdown of ENG Shoots, Studio Shoots and Photo Shoots. Independently acquire video/photo for projects as needed, including city scenic, facility exterior shots, and other specialty shots. Shoot video and photo of press conferences, practices, community events, and other team related events. Log video and photos as needed. Produce, shoot, and edit short pieces as needed for social channels and website.

Requirements: Bachelor's degree in a related field. Strong understanding of video production equipment and lighting techniques. Experience in Adobe Premiere, Photoshop, and After Effects. Flexible schedule throughout the week. Basic football knowledge and familiarity with the Philadelphia Eagles. Experience with documentary style production and shooting sports video and photos preferred.



► EAGLES ENTERTAINMENT - PRODUCTION SEASONAL ASSOCIATE

Description: The Production seasonal associate will support the Eagles Entertainment department through various responsibilities (multiple opportunities focused on either Audio or Digital Production). Responsibilities may include but are not limited to, booking guests and managing schedules of talent, mixing audio for press conferences and gameday shows, shooting and editing content for PhiladelphiaEagles.com and the team's official Mobile App, and operating control room positions during studio shoots. On Eagles home games, assist in a variety of rotating roles (stadium camera/studio work).

Requirements: Bachelor's degree required in related field required. Basic football knowledge and familiarity with the Philadelphia Eagles. Basic knowledge of music or video editing. Strong understanding of video production equipment and lighting techniques or of industry standard audio hardware including audio mixers and digital recording devices. Detail oriented and good organizational skills. Proficient at working independently while executing others' creative vision.



SEASONAL ASSOCIATE

► FAN SERVICES SEASONAL ASSOCIATE

Description: The Fan Services seasonal associate will learn the intricacies of an NFL Fan Services Department while strengthening their professional attributes. The Fan Services seasonal associate will enhance their education by working under the direct supervision of the Fan Experience Manager and learn from the full time Fan Services staff of the Philadelphia Eagles. Responsibilities will include assisting with the day-to-day operations of the Fan Services Department and support full time Fan Services staff with the coordination of all events at Lincoln Financial Field.

Requirements: Recent college graduate, professional experience, and strong work ethic required. Previous experience in a customer service role preferred. Prior experience working successfully in a team-oriented environment is required. Excellent verbal, written, and interpersonal communication skills are required. Excellent organizational, planning abilities, and multitasking skills are required. Ability to maintain the confidentiality of all business matters. Strong interest or background in Guest Services and Operations required.

► GROUNDS SEASONAL ASSOCIATE

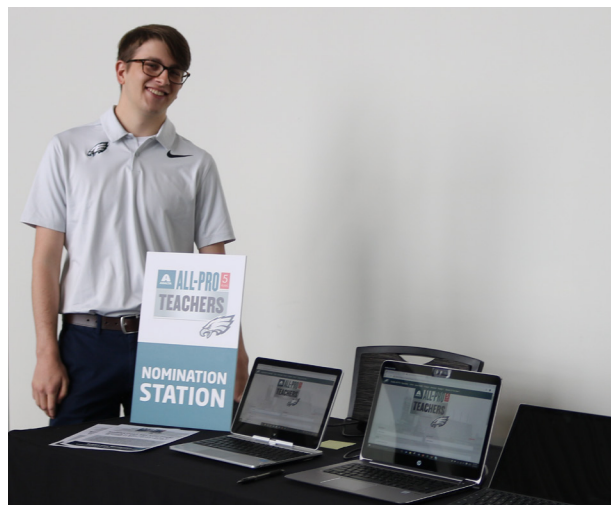
Description: Grounds seasonal associate will work closely with a first-class staff daily at both Lincoln Financial Field and the NovaCare Complex. They will assist in the day-to-day maintenance as well as aiding in preparation for training camp and all major events including the prestigious Army Navy football game. Responsibilities will include: Fertilizing, Spraying, Aerating, Mower Maintenance, Topdressing, and Painting.

Requirements: Must be currently enrolled or graduated from a 2 or 4-year university turf program. Turf background and experience preferred.

► PREMIUM SALES AND SERVICE SEASONAL ASSOCIATE

Description: Assist staff with day-to-day operations of the premium sales and service team. Learn and utilize both Salesforce CRM and Archtics ticketing system. Organize and prepare the department for the season, gameday and events. Track and note inventory of supplies and autographed and promotional items. Assist staff with invoicing and mailings for current premium clients. Serve as the main contact and provide customer service to all single game hospitality sales. Support full time staff with inbound client service calls. Fulfill requests for account updates. Work gameday and client events to assist staff. Assist with office upkeep and management.

Requirements: Bachelor's Degree Required. Exceptional customer service skills required. Experience in a client services



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role/internship or related experience desired.

► ACCOUNTING INTERN

Description: The Accounting Intern will work closely with the full-time members of the Accounting Department, assisting in all aspects of accounting and finance for the Philadelphia Eagles and Lincoln Financial Field.

Requirements: Must be at least a Sophomore working towards a 4 -year degree in Accounting with an interest in pursuing a career in Accounting.

► DIGITAL ASSET MANAGEMENT INTERN

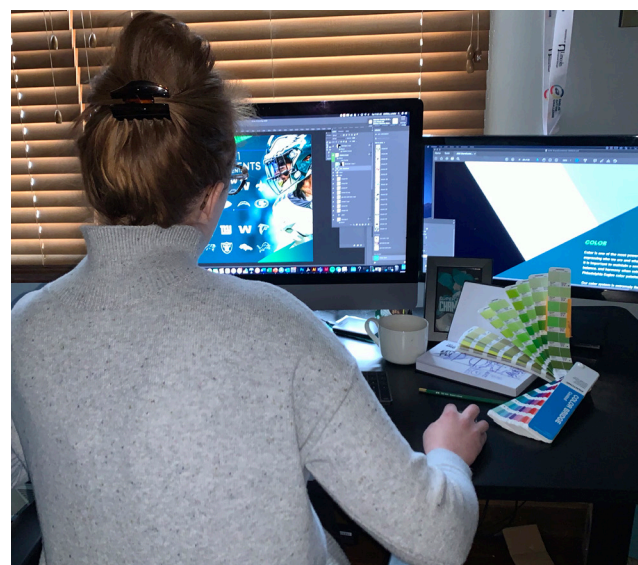
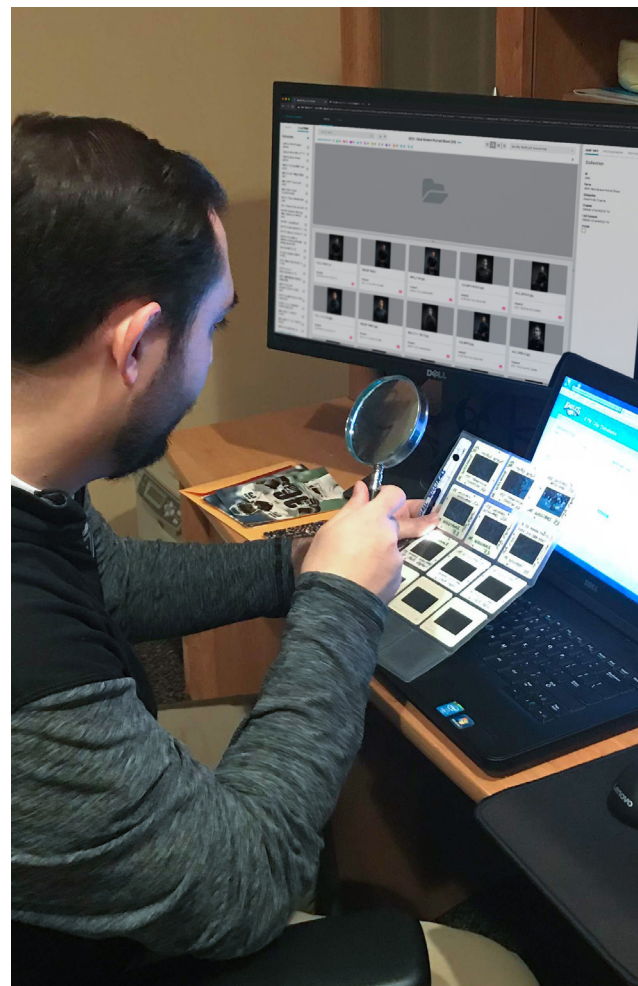
Description: The Digital Asset Management Academic Intern will assist the Digital Assets Manager with the upkeep, and overall management of the Digital Asset Management System. Responsibilities include archiving historical photos, surveying system contents, scanning/digitizing, and uploading/tagging our currently digitized photos in our Media Asset Management System.

Requirements: At least a junior in a four-year degree seeking program at an accredited college or university working towards a Bachelor's degree in LIS, MIS, Broadcast Engineering, or related field. Architecture experience for storage and archive systems is helpful. Detail oriented, customer service focused. Ability to work independently. Strong verbal and written communication skills. Ability to work nights, weekends, evenings, and holidays. The intern must be within a commutable distance to Philadelphia and be able to work hours during the academic year.

► GRAPHIC DESIGN INTERN:

Description: The Graphic Design Academic Intern will directly support the Graphic Design team with day-to-day duties, including managing the Eagles brand and internal graphic design needs. This position will report directly to the Graphic Design team.

Requirements: At least a junior or senior in a four-year degree seeking program at an accredited college or university working towards a Bachelor's degree. Proficient (or stronger) in Adobe InDesign, Photoshop, and Illustrator. After Effects knowledge is a plus, but not required. Portfolio submission is required and should highlight a wide range of design skills. Digital portfolios are preferred. Must be able to work independently.



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► MARKETING INTERN:

Description: The Marketing Intern will enhance their marketing skills by working under the direct supervision of and learning from the Marketing Department of the Philadelphia Eagles. This individual will be responsible for assisting in the development and execution of various marketing efforts including fan engagement programs, training camp, research programs, appearance requests, donation programs, and gameday activities. This position is responsible for promoting a variety of Eagles Marketing initiatives throughout the year.

Requirements: Knowledge of Microsoft Office required with a heavy emphasis on Excel and PowerPoint. Strong analytical and writing skills and work efficiently in a fast-paced environment. The candidate should have the flexibility to work some nights and weekends as the event schedule dictates.



► MARKETING INTERN (ENTERTAINMENT GROUPS):

Description: The individual in this role will be responsible for assisting the entertainment groups within the Eagles Marketing Department to ensure effective booking, tracking, communication, and scheduling of performing groups. Additionally, the intern will support the Entertainment Groups on game-days and be responsible for assisting in the coordination and execution of various Entertainment Groups initiatives.

Requirements: Excellent organizational, planning and scheduling, communication, and interpersonal skills. Knowledge of a CRM, such as Salesforce, is helpful. Able to work efficiently in a fast-paced environment and prioritize multiple projects. Knowledge of Microsoft Office required with an emphasis on Excel. Event planning or operations experience. Ability to lift up to 40 pounds (job involves occasional lifting of packages). Ability to work extended hours, including nights, weekends, and holidays (when



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necessary).

► TICKET OPERATIONS, FAN SERVICES & SEASON TICKET MEMBER SERVICES ACADEMIC INTERN

Description: The Ticket Operations, Fan Services & Season Ticket Member Services Interns will enhance their education by working under the direct supervision of the Ticket Operations and Season Ticket Member Services full time staff. They will also learn the intricacies of an NFL Ticket Operations, Season Ticket Member Services, and Guest Services Department while strengthening their professional attributes.

Requirements: Must be able to receive academic credit. Customer service experience. Excellent verbal, written, and interpersonal communication skills are required. Availability to work evenings and weekend events when necessary.

"My internship experience with the Philadelphia Eagles helped me realize what direction I wanted to take my career in sports. Without the Post Graduate Internship, I would not have developed the necessary skills and real-life experiences to prepare me for my next role."

- Fan Experience Coordinator