

PHILADELPHIA EAGLES

**SEASONAL ASSOCIATES AND  
INTERNSHIP PROGRAMS**





All Seasonal Associates must be a recent graduate who has completed, within the previous eighteen months, a technical, associate, bachelors, or graduate degree from a qualifying educational institution, or an individual that has been discharged from the military within the last 18 months.

The Philadelphia Eagles offers 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.

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.

**CURRENTLY 30% OF  
FULL-TIME EMPLOYEES  
STARTED WITH THE  
ORGANIZATION  
THROUGH THE  
SEASONAL ASSOCIATE  
PROGRAM.**





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### COMMUNITY RELATIONS

✚ 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:** Previous experience with event planning required. Excellent communication and customer service skills are required.

### CORPORATE PARTNER - ACTIVATION

✚ 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:** 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

✚ 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:** Must be proficient in PowerPoint. Prior experience creating sales presentations or pitch decks strongly preferred. Excellent verbal and written communication skills are required.





# EAGLES SEASONAL ASSOCIATE POSITION DESCRIPTIONS

## EAGLES AUTISM FOUNDATION – ADMINISTRATIVE

+ The Eagles Autism Foundation (EAF) Administrative seasonal associate is responsible for providing overall administrative and logistical support in fundraising and will assist the EAF team in all areas of event execution, inclusion, and promotional activities.

**Requirements:** Previous experience working with the autism community or the willingness to learn through training. Exceptional organization and communications skills.

## EAGLES AUTISM FOUNDATION – SCIENTIFIC

+ The Eagles Autism Foundation (EAF) Scientific seasonal associate is responsible for providing overall administrative and logistical support in the scientific review process and will assist the EAF team in all areas of event execution, inclusion, and promotional activities.

**Requirements:** Experience reading and summarizing research grants, progress reports and articles required. Must have experience working with individuals with autism spectrum disorder or special needs.



ON THE FIELD WE'RE  
UNITED BY ONE  
OBJECTIVE; VICTORY.  
OFF THE FIELD, WE ARE  
DRAWN TOGETHER BY  
AN EVEN LARGER  
GOAL: TAKING ACTION  
FOR AUTISM.





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### EAGLES ENTERTAINMENT - SOCIAL

✚ The Social Associate is responsible for maintaining all Philadelphia Eagles social media platforms, including content creation, copywriting, and posting. Candidates should have a passion for creativity and innovation, as well as a strong understanding of the following social platforms: Facebook, Twitter, Instagram, Snapchat, TikTok, YouTube, and LinkedIn.

**Requirements:** Experience working with and a strong understanding of social media platforms, their demographics, analytics, etc. in a professional environment. Experience covering events and storytelling on social media platforms. Basic knowledge of Adobe Photoshop.

### EAGLES ENTERTAINMENT – DIGITAL ASSET MANAGEMENT (DAM) & PHOTOGRAPHY

✚ The associate in this role will focus on capturing, logging, archiving, and distributing Eagles Entertainment photo assets. Assist in photographing events such as community, marketing, and corporate partnership events. Edit and organize photos in post-production.

**Requirements:** Related experience in photography and digital asset management (DAM). Ability to shoot with a variety of cameras and edit within Adobe Photoshop and Light Room.

### EAGLES ENTERTAINMENT – ASSISTANT PRODUCER

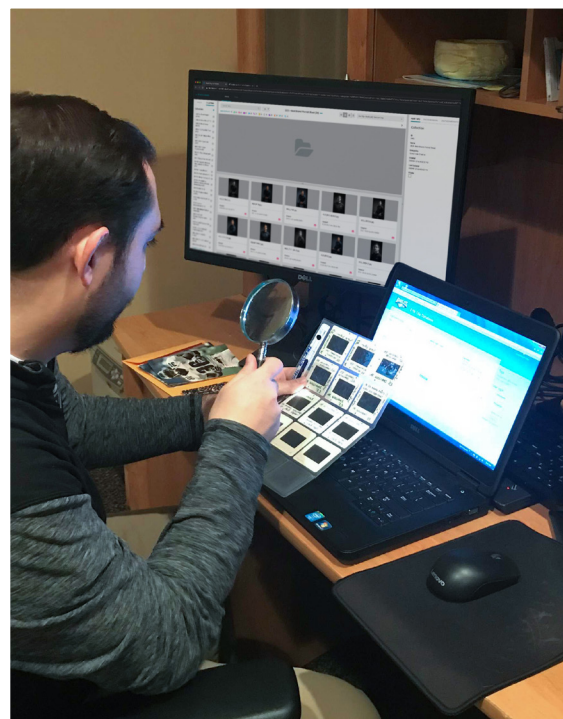
✚ The Assistant Producer Associate will assist in all aspects of creating video content for the Philadelphia Eagles. This position will work within Eagles Entertainment to produce, shoot, and edit content for social media, PhiladelphiaEagles.com and the teams' official mobile app.

**Requirements:** Experience shooting with cinematic cameras in the field. Proficient in Adobe Production Suite. Experience in post-production video editing.

### EAGLES ENTERTAINMENT – EDITORIAL

✚ The Editorial Associate will publish content for PhiladelphiaEagles.com, the team's mobile app, and its publications.

**Requirements:** Relevant experience in reporting. Basic knowledge of Adobe Photoshop or other photo editing software. Basic knowledge of photography and video production. Basic knowledge of audio production.





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### EAGLES ENTERTAINMENT – STUDIO PRODUCTION ASSISTANT

✚ The Studio Production Assistant will contribute in the day-to-day operations of the Eagles Entertainment control room and studio, assisting in the production of live and taped content for the Eagles social media channels, PhiladelphiaEagles.com, the teams' official mobile app, and linear television.

**Requirements:** Experience working in a studio/control room setting and editing within the Adobe Production Suite.

### EMAIL MARKETING

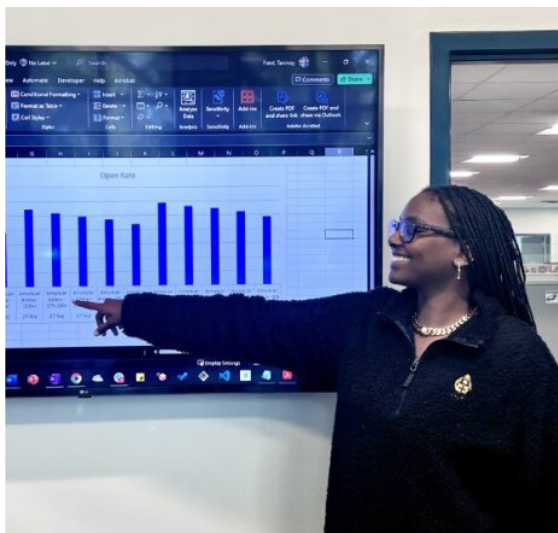
✚ Support marketing efforts by assisting in the planning, execution, and analysis of email marketing campaigns. Work closely with the CRM Manager, assisting the Philadelphia Eagles' Marketing and Content teams in developing creative and engaging email content, managing subscriber lists, and monitoring campaign performance. Assess new email marketing technologies that will help drive value within the organization.

**Requirements:** Familiarity with email marketing platforms (e.g., MailChimp, Constant Contact, HubSpot). HTML and CSS (preferred, but not required). Proficiency in Microsoft Office Suite. Creative thinking and ability to develop engaging content.

### FAN SERVICES

✚ 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.





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### GRAPHIC DESIGN

✚ The Graphic Design Associate will assist the design team with design projects, production, and manage the Philadelphia Eagles Brand. The design team specializes in creating graphics for every facet of the organization throughout the NovaCare Complex and Lincoln Financial Field.

**Requirements:** Strong Knowledge in Adobe Suite; Photoshop, InDesign, and Illustrator are required. Must digitally submit a portfolio which includes a wide range of design skills.

### GROUNDS

✚ 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.

### HUMAN RESOURCES

✚ The Human Resources Seasonal Associate will assist with the operations of the HR department. This position is responsible for essential administrative duties while developing knowledge of human resource practices.

**Requirements:** Degree in Human Resources, Business Administration, or related field is preferred. Actively participated in evaluation of existing processes to continuously improve operational efficiencies.



THE ONLY  
WAY TO DO  
GREAT WORK  
IS TO LOVE  
WHAT YOU DO.





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### MARKETING – ENTERTAINMENT TEAMS

+ This role will be responsible for assisting the entertainment teams program within the Eagles Marketing Department to ensure effective booking, tracking, communication and scheduling of entertainment teams. These groups include: Eagles Cheerleaders, Eagles Drumline, Eagles Pep Band and SWOOP. These individuals serve as important brand ambassadors in the local community, national and international events.

**Requirements:** Experience in Customer Relationship Management (CRM) software such as Salesforce. Proficiency in Microsoft Office including Microsoft Word, Excel, and PowerPoint. Event or scheduling coordination experience.

### MARKETING – EVENTS

+ The Marketing Events Seasonal Associate will be responsible for assisting in the development and execution of various marketing efforts and events (including Training Camp, Kids Club, Game Day). This position is also responsible for promoting a variety of Eagles initiatives.

**Requirements:** Must be proficient in Microsoft Office Suite products, including Microsoft Word, Excel, PowerPoint and Publisher. Must be able to interact with fans in a professional manner to address customer service needs as they arise. Experience with event execution, planning or production preferred.

### MERCHANDISE

+ Merchandise Seasonal Associate will work directly with merchandise buyers to assist in all department assortment planning and order placement. This role will contribute to the overall department effort to achieve inventory maximization for 3 stores and gameday sales.

**Requirements:** Excellent organizational, planning, communication, and interpersonal skills; ability to prioritize multiple projects. Must be able to safely lift boxes heavy boxes.





# EAGLES SEASONAL ASSOCIATE

## POSITION DESCRIPTIONS

### PREMIUM SALES AND SERVICE

+ 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:** Exceptional customer service skills required. Experience in a client services role/internship or related experience desired.

### EAGLES PRO SHOP

+ The Eagles Pro Shop Seasonal Associate will assist with the day-to-day operations of the Pro Shop and contribute to the department gameday operations by preparing staff and aiding in staff management and scheduling.

**Requirements:** Demonstrate understanding of retail environments. Previous merchandise experience preferred. Motivated and sales oriented; strong desire to work in sports marketing.

### TICKET OPERATIONS

+ This Seasonal Associate position will include responsibilities such as assisting in the development and ticketing execution of Philadelphia Eagles games and various special event projects as well as completing office duties for the organization.

**Requirements:** Ability to prioritize multiple projects and maintain confidentiality of all business matters. Should have strong interest or background in Customer Service and Operations





# EAGLES INTERNSHIP POSITION DESCRIPTION



## ACADEMIC INTERNSHIP

✚ 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.