

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.**





## POSITION DESCRIPTIONS



### AUDIO

The Audio Seasonal Associate will contribute to live mixing, music composition, sound design, and post-production for Eagles content.

**Requirements:** Experience in audio production and live mixing, music composition. Proficiency in Logi Pro, Audition or similar audio-editing software. Knowledge of industry standard audio hardware including audio mixers and digital recording devices.

### COMMUNITY RELATIONS & YOUTH FOOTBALL

This role is designed to bridge the gap between the Community Relations Department and Youth Football initiatives, providing comprehensive support across both domains. The successful candidate will play a crucial role in coordinating and executing community and youth football events, managing donation requests, maintaining inventory of donated items, and developing relationships with stakeholders.

**Requirements:** This position requires an individual who can thrive in a fast-paced environment, excels at public speaking, demonstrates exceptional organizational skills, and maintains a professional demeanor at all times.



### CORPORATE PARTNER - ACTIVATION

The Corporate Partner Activation Seasonal Associate will be under the close supervision of the VP of Corporate Partner Activation and the Senior Director of Partner Activation. 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.



## POSITION DESCRIPTIONS



### 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.

### DIGITAL ASSET MANAGEMENT (DAM) & PHOTOGRAPHY

The associate in this role will focus on capturing, logging, archiving, and distributing 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.

### DIGITAL PRODUCT

This position will be working closely with a highly skilled team to provide support to various business-related departments and will deliver high-quality content that is production ready for millions of Eagles fans everywhere to consume.

**Requirements:** Design and Prototyping Technologies – Figma, Adobe Suite (AI/XD/PS/ID), and Sketch. Experience with Web Development technologies – HTML, CSS, JS, CMS-driven platforms (Wordpress/Drupal), UI/UX design and principles, Web Services (REST/SOAP), and Q/A Testing. Experience with conceptualizing wireframes into real-world prototypes that lead into the development process. Strong verbal and written communication skills.





## POSITION DESCRIPTIONS



**ON THE FIELD WE'RE  
UNITED BY ONE OBJECTIVE;  
VICTORY. OFF THE FIELD,  
WE ARE DRAWN TOGETHER  
TO INSPIRE AND SERVE  
THE GREATEST FOOTBALL  
COMMUNITY IN THE WORLD.**

### EAGLES AUTISM FOUNDATION ADMINISTRATIVE (MARKETING AND DEVELOPMENT)

The Eagles Autism Foundation (EAF) Administrative-Marketing and Development Seasonal Associates are 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:** Qualified individuals should have the ability to maintain a professional demeanor, have excellent written and verbal communication skills, demonstrate excellent time management skills, and thrive in a fast-paced environment.

### 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.

### 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.





## POSITION DESCRIPTIONS



### EVENT STAFF EXPERIENCE

The Event Staff Experience Seasonal Associate will assist the Event Staff Experience Coordinator with logistics, planning and scheduling events at Lincoln Financial Field. This role will also work with Human Resources and Accounting departments to ensure game day staff employment files are up to date and payroll adjustments are processed in a timely manner in addition to other responsibilities.

**Requirements:** Ability to maintain confidentiality of all business matters. Should have strong interest or background in Human Resources and Operations. Preferably has previous Human Resources and/or Guest Services experience.

### EVENT STAFF OPERATIONS

The Event Staff Operations Seasonal Associate will assist 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:** Excellent organizational, planning abilities and multitasking skills required. Ability to maintain confidentiality of all business matters and strong interest or background in Guest Services, Staff Management and Operations required.



### FAN SERVICES

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:** Prior experience working successfully in a team-oriented environment is required. Excellent verbal, written, and interpersonal communication skills. Strong interest or background in Guest Services and Operations. Previous experience in a customer service role preferred.



# POSITION DESCRIPTIONS



## GRAPHIC DESIGN

The Graphic Design Seasonal 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 Front Office and Stadium

**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.

## GROUND

The Grounds Seasonal Associate will assist in the day-to-day grounds maintenance as well as aiding in preparation for training camp and all major events. 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.



## 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.





# POSITION DESCRIPTIONS



## 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 4 stores and game day sales.

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

## MERCHANDISE WAREHOUSE

This position contributes to total results of the merchandise operation by maintaining inventory and providing product distribution support to all merchandise locations within Lincoln Financial Field. The focus of this role is inventory receiving and processing, quality control, and stadium inventory allocations.

**Requirements:** This position requires a flexible schedule to meet the needs of the business, including evenings, weekends, and holidays as needed.

## PREMIUM SALES AND SERVICE

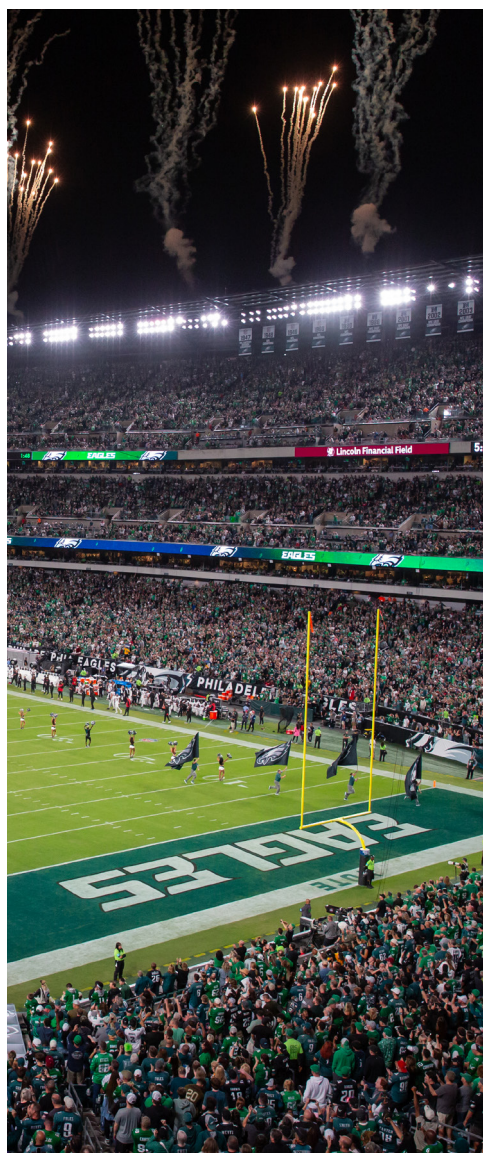
Assist staff with day-to-day operations of the Premium Sales and Service team. Learn and utilize both Salesforce CRM and Archtics ticketing system. Organize and prepare the department for the season, game day and events. Track and note inventory of supplies and autographed and promotional items. Assist 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 game day 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.





# POSITION DESCRIPTIONS



## SEASON TICKET MEMBER

This position will assist in the development and execution of all Season Ticket Member initiatives including Training Camp, Insider Series, game day events and various other activations.

**Requirements:** Excellent verbal, written, and interpersonal communication skills. Strong interest or background in customer service, client experience and operations required.

## TICKET OPERATIONS

This position assists in the development and ticketing execution of Philadelphia Eagles games and large-scale special events. Associates will utilize the Archtics ticketing system daily for season ticket member account management, event creation, reporting, account updates, and order processing while helping to deliver excellent service to Eagles fans and season ticket members.

**Requirements:** Excellent verbal, written, and interpersonal communication skills.

## VIDEO - ASSISTANT PRODUCER

The Assistant Producer Associate will assist in all aspects of creating video content for the Philadelphia Eagles. This position will 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.





## POSITION DESCRIPTIONS



### TICKET OFFICE: 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 Fan 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.

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Based on department needs, additional roles may include Human Resources, Information Technology, Social Media and Email Marketing.

