

Our mission at the Minnesota Vikings is to *Advance the Vikings legacy through the passionate pursuit of excellence.*

We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.

SUMMARY:

The Minnesota Vikings are seeking a Game & Event Entertainment Associate that will support live entertainment productions for all Vikings home games and special events. This position will serve as the primary day-of contact for Vikings entertainment groups, operations partners, and production vendors, coordinating event day logistics to ensure a seamless experience for our partners and a world-class entertainment product for our fans. The ideal candidate will be an excellent communicator, a proactive innovator, and a detail-oriented planner, with a proven ability to thrive in a dynamic live entertainment environment.

In addition to the duties described above, the Game & Event Entertainment Associate will take part in the Vikings' exclusive **Leadership Development Program**. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

This is a temporary full-time position that will begin on June 3, 2024 and conclude on May 23, 2025, unless otherwise determined.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create, maintain, and improve systems to coordinate the event-day logistics of key Vikings entertainment and production partners.
- Proactively plan and communicate event timelines for Vikings entertainment partners, including parking, ticketing, rehearsals, credentials, meals, apparel, dressing rooms, and more.
- Serve as a key leader for Vikings gameday field staff, assisting Entertainment team to lead a high-performing seasonal team.
- Coordinate with fan groups and mass casts participating in Vikings entertainment functions.
- Coordinate with internal Vikings entertainment cast, including Minnesota Vikings Cheerleaders, Skol Line, Flag Runners, and mascot program.
- Assist in producing live on-camera features during Vikings games and special events.
- Assist in the development, coordination, and production of feature video stories to be presented during Vikings games and special events.
- Lead internal communication efforts to ensure key Vikings stakeholders remain informed of noteworthy upcoming entertainment programming.
- Work alongside Vikings Partnerships team to effectively and professionally execute events and features related to Vikings corporate partners.
- Support production for Vikings special events including but not limited to: High School Football Showcase, Draft Party, Purple Jacket Ceremony, others as assigned.
- Must maintain an extremely flexible schedule, with both the desire and ability to work nights and weekends, including all Vikings home games and major special events.

QUALIFICATION REQUIREMENTS:

- Relevant working experience in a dynamic live production environment.

- The ability and desire to work long, flexible hours including evenings, weekends and holidays.
- Must be a positive team player with strong communication, organizational, interpersonal, and multi-tasking skills.
- Ability to maintain professional working relationship with executives, entertainers, and athletes.
- Desire to learn and advance knowledge and skills.
- Familiarity with Office computer software.
- Must have reliable transportation.

CONFIDENTIALITY REQUIREMENTS: This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to stand or walk for very long periods of time.
- The ability to sit at a desk for long periods of time.
- Lifting up to 50 lbs. may be required to perform job duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in inclement weather conditions.

The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.