

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 Events & Hospitality Associate will play a key role in planning for the logistics of both large and small-scaled events for our Season Ticket Members, Corporate Partners, Vikings Fans and all other events. This position will be responsible for supporting the Events Department with event logistics and ensuring each event aligns with our brand and internal objectives.

In addition to the duties described above, the Events & Hospitality 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:

- Help plan and execute events for our Season Ticket Members, Fans, Corporate Partners, and Internal Vikings events
- Assist the Events Team in developing a logistical plan prior to each event, including planning menus, preparing invitations, maintaining registrations, building budgets, executing contracts and helping with various tasks associated with the event
- Support the department with various event and non-event related duties and tasks
- Assist with event-related communications as needed
- Support the planning and execution of pre-game hospitality and events
- Work in conjunction with and communicate closely with Partnerships, Marketing and Design, Legends, Experiential and Youth Marketing initiatives and Social Impact Departments
- Assist with day of event logistics such as vendor load-in, signage, catering, partner activation, registration and hospitality

QUALIFICATION REQUIREMENTS:

- Large event/meeting planning experience
- Menu planning and CAD experience
- Highly organized and detail-oriented
- Ability to efficiently work on multiple projects at once
- Team player attitude and willing to assist wherever necessary
- Excellent written and verbal communication skills, professionalism, and customer service presence
- Proficiency in Microsoft Office programs (Word, Excel, and PowerPoint)
- The ability to work in a fast paced environment and adapt to various situations that may arise on the spot
- Professional and confident self-starter and self-motivator
- The ability to work extended hours including evenings, weekends and holidays

- Bachelor's degree in events and hospitality, sports management, communications, marketing, or related

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.*

- Ability to perform physical tasks such as lifting and moving boxes etc.
- The ability to lift 50 lbs.
- The ability to sit, stand or walk for long periods of time

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.*

- Standard office for regular office hours, on-site events
- The 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