

October 26, 2017



Spectra Ticketing & Fan Engagement – Philadelphia, PA

Flyers Community Relations/Fan Development Intern

Responsibilities

Internship Objectives include but are not limited to:

- Learn to receive and fulfill charitable donation requests on behalf of the team
- Handle all Community Relations mail and e-mail.
- Learn how the Flyers School Assembly Program is coordinated and executed
- Learn how Flyers team/individual public appearances and promotional events are executed.
- Learn how the Flyers Community Teammates Program is executed.
- Assist with the execution of the Flyers Mites On Ice program and Youth Hockey Shootout.
- Participate in the scheduling of locations for the Flyers Face-Off for Fitness and Hooked on Hockey programs.
- Perform other projects as assigned

Physical demands: •While performing the essential functions of the job, the employee constantly operates a computer and other office devices such telephones, copy machines, fax machines, etc; occasionally moves about inside the office to access storage areas, cabinets and office machinery; constantly moves about the arena and event sites to service clients and perform duties; constantly communicates via telephone, email and in-person with others to exchange accurate information.

Work environment:

- The essential functions of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time.
- The noise level in the work environments is usually moderate to loud during events and minimal during non-event times.

Approved For Posting
Office of Student Life

Qualifications

- **Open to college juniors, seniors and graduate students studying in a related major**
- Internship is paid however housing and transportation are the responsibility of the student
- **3.3 GPA or higher**
- Familiarity with Microsoft Office applications
- Must be able to keep up in fast-paced environment, is customer service orientated and professional.
- Must be available to participate during normal business hours, nights, weekends, and holidays as based on the event calendar.

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