

PORTLAND WINTERHAWKS

Title: Communications Gameday Assistant
Salary: Hourly (~0-20 hours/week)
Report to: Director, Marketing and Communications

The Portland Winterhawks provide a fun and exciting game day experience to our fans. Gameday Assistants are an integral part of making that a success. They will be involved in the development of social media posts, public relations, community initiatives, live game production, and carrying out various activities, assisting the Director, Marketing and Communications. Gameday Assistants will be expected to engage with fans and promote a positive experience.

JOB RESPONSIBILITIES:

- Ensure game elements are set up with direction from Communications and Production personnel.
- Coordinate cohesively with other departments to execute social media, public relations, community, and live game production.
- Capture in-game elements and game action, including but not limited to posting to the club's social media accounts, interacting with fans, setting up public relations spaces, promotions, and coordinating with Communications department staff pregame, intermissions, and postgame.
- Set up of press row, credentials, and for pregame, game, and postgame areas.
- Support general communications or marketing department projects and programs as needed.
- Prepare write-ups in coordination with game highlights, theme nights, and promotional nights.
- Check in with community groups throughout the game to ensure all needs are met and that a positive experience is provided.
- Assist other departments such as game operations, ticketing, merchandise, sponsorship, or VIP fan experience when needed.
- Provide additional support during Winterhawks special events.

REQUIREMENTS:

- Knowledge of social media platforms such as X, Facebook, Instagram, and TikTok.
- Still and video photography, graphic design, and/or video editing skills are desired.
- Previous experience in the Adobe suite (Photoshop, Premiere Pro, InDesign, etc.) is desired.
- Comfortable working in a fast-paced environment and a strong communicator.
- Commit to attending the majority of home games during the season, including evenings, weekends, and holidays.
- Strong work ethic and a willingness to learn and accept all tasks assigned.
- Ability to work independently or in a group during setup and to get tasks done quickly.
- Ability to handle the physical requirements of the position, including setting up equipment for events.
- Position does not guarantee that the candidate will be able to watch games in their entirety.

JOB QUESTIONS:

- This position is located in Portland, Oregon. Are you currently located in the area (within driving distance?)
- Where does this position fit within your career path or goals?

All applicants must submit a cover letter and resume via TeamWorkOnline to be considered for the 2026-27 season.

Portland Winterhawks Hockey Club | P.O. Box 3009, Portland, OR 97208 | (503) 238-6366 | winterhawks.com

