

PORTLAND WINTERHAWKS

Title: Partnership Activation Gameday Assistant
Salary: Hourly (~0-20 hours/week)
Report to: Vice President, Revenue

The Portland Winterhawks are committed to delivering an exceptional gameday experience for both our fans and corporate partners. The Partnership Activation Gameday Assistant plays a key role in ensuring sponsorship assets are executed seamlessly and partner activations are delivered successfully. This position supports the Partnership Activation team with gameday setup, sponsor fulfillment, proof of performance, and other responsibilities that help create a first-class experience for our partners.

JOB RESPONSIBILITIES:

- Assist with the setup and teardown of sponsorship activations, signage, and promotional elements before and after home games.
- Capture proof of performance by photographing and documenting sponsor assets and activations throughout each game.
- Monitor sponsorship inventory to ensure all contracted assets are executed accurately and on time.
- Interact professionally with sponsors and their representatives during games, providing assistance as needed.
- Assist with sponsor hospitality, including suite visits and partner check-ins.
- Support promotional giveaways, contests, and other sponsored in-game activations.
- Maintain organized gameday materials and assist with inventory management.
- Collaborate with multiple departments to ensure smooth execution of sponsorship and marketing initiatives.
- Assist other departments such as game operations, ticketing, merchandise, communications, or VIP fan experience when needed.
- Provide general support for the Partnership Activation department and assist with additional projects as assigned.

REQUIREMENTS:

- Current college student or recent graduate, preferably pursuing a degree in Sports Management, Marketing, Business, Communications, or a related field.
- Ability to work in a fast-paced, team-oriented environment.
- Availability to work the majority of Portland Winterhawks home games, including evenings, weekends, and holidays.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Positive attitude with a willingness to learn and take on a variety of responsibilities.
- Ability to work independently and as part of a team.
- Ability to lift and move promotional materials and equipment (light to medium lifting) and stand for extended periods of time.
- Reliable, punctual, and professional in representing the Portland Winterhawks and our corporate partners.
- Position does not guarantee that the candidate will be able to watch games.

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.

