

An aerial photograph of a football stadium at night. The pitch is illuminated by bright lights, and the stands are filled with spectators. The stadium is surrounded by residential buildings and parking lots. The image is partially obscured by a large, semi-transparent white and blue geometric overlay in the foreground.

# INTERNSHIP POSITION DESCRIPTIONS

## **INTRODUCTION:**

### **D A T E S : S E P T E M B E R 4 , 2 0 2 4 – N O V E M B E R 2 9 , 2 0 2 4**

HCFC is looking for highly motivated individuals in being a part of the Major League Soccer NextPro team in Huntsville. The ideal candidate will demonstrate initiative, the ability to multi-task, a willingness to learn and a positive attitude.

### **H O W T O A P P L Y :**

Please submit an application found at [nashvillesc.com/interns](https://nashvillesc.com/interns)

### **R E Q U I R E M E N T :**

To be considered for a HCFC internship, applicants must be enrolled in an undergraduate or graduate program and eligible for college credit.

### **I M P O R T A N T I N F O R M A T I O N :**

Applications will be reviewed as they are received, so interested candidates are encouraged to apply as soon as possible.

\*Please note that internships are in-person but are subject to change based on department.



## **CORPORATE PARTNERSHIPS**

### **DUTIES & RESPONSIBILITIES:**

- Support Corporate Partnerships sales efforts by researching successful activations of other sports teams.
- Gain real-world experience in servicing corporate clients such as Coca-Cola, Renasant, Blue Cross Blue Shield, Chevrolet, and Huntsville Hospital/TOC
- Escorting and interacting with clients to enhance the gameday experience for our clients, Provide support in troubleshooting any issues with any activation that a partner might have.
- Assist in the creation of proposals, presentations, and sales/marketing collateral.
- Assist in matchday partnership execution by capturing proof of performance.
- Provide support for planning events such as Kit Reveal, HCFC Business Association, and others.
- Sit in on client calls, sales pitches, and other meetings to gain further understanding of corporate partnerships day-to-day.
- Aid in sustaining positive relationships with all customers and important industry leaders.
- Always be an ambassador of the Club. Basic Adobe Suite experience is a plus, photoshop preferred.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week, including nights, weekends, and game days.



## **FAN ENGAGEMENT & ENTERTAINMENT**

### **DUTIES & RESPONSIBILITIES:**

- Assist in planning and execution of supporter relations and fan engagement initiatives throughout the Huntsville area. Such events include, but are not limited to season kickoff, pre-match parties, club-hosted concerts, and supporter relations functions.
- Assist with lead generation and data capture efforts at all fan engagement events. Assist in matchday fan engagement platforms and supporter relations.
- Collaborate closely with key stakeholders to ensure all departmental and club goals are met while identifying improvement opportunities.
- Assist with matchday and area Mascot needs. Helping to execute matchday production elements.
- Perform other related tasks as assigned by a Coordinator of Fan Engagement.
- Assist in planning and execution of matchday entertainment including market research, artist management, matchday timelines, and other related tasks.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills and telephone etiquette.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to attend all Home Matches.



## **COMMUNICATIONS**

### **DUTIES & RESPONSIBILITIES:**

- Collaborate with communications & broadcast manager to deliver messages and releases about Huntsville City FC Be present for all Huntsville City FC media-related events, including news shoots, interviews, press conferences, and media availability.
- Collaborate with Huntsville City FC and Nashville SC departments to execute media plans throughout the season.
- Assist with the development of storylines, key messages, and talking points.
- Assist with match-day communications responsibilities.
- Assist with the distribution of gameday credentials to both media and gameday staff.

### **DESIRED QUALIFICATIONS:**

- Ability to adapt quickly. Good writing skills.
- Takes ownership of projects and tasks.
- Skilled at multi-tasking and problem- solving.
- Strong, ambitious—work ethic. Ability to work well with a team and independently.
- Experience in sports communications and broadcasting a plus.
- Majoring in communications, journalism, or a related field is a plus.
- Proficient with Microsoft Office and web-based programs.
- Adobe InDesign and Premiere Pro proficiency are a plus.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to attend at all Home Matches.



## **GAME PRESENTATION**

### **DUTIES & RESPONSIBILITIES:**

- Collaborate with the producer and technical operations manager to assist with the production of Huntsville City FC matches at Joe Davis Stadium and the live broadcast to MLS Season Pass Help direct people on and off the field for game presentation elements.
- Communicate with the referee liaison and producer to ensure accurate information is recorded and announced during matches.
- Outside of matchdays, assist with the A/V operation of the stadium and miscellaneous marketing efforts for each event.

### **DESIRED QUALIFICATIONS:**

- Experience in sporting, broadcast, or other live events strongly preferred.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to attend at all Home Matches.



## **GRASSROOTS MARKETING**

### **DUTIES & RESPONSIBILITIES:**

- Assist in planning and execution of Grassroots activation at local events.
- Take ownership of set-up and tear-down of tables, tents, iPads, etc. at various events Engage with and inform fans at events with information about the club, ticket offers, and upcoming games.
- Assist with monthly sweepstakes and other engagement opportunities.
- Assist with lead generation and other engagement opportunities.
- Assist in identifying Grassroots Marketing opportunities through market research of local events and organizations.
- Represent the club in a positive manner at all Grassroots team events.
- Perform other related tasks as assigned by Grassroots Marketing Manager.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Computer proficient in Microsoft Word, Excel, and PowerPoint.
- Strong communication skills.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.
- Available to all home matches.



## **EVENT OPERATIONS**

### **DUTIES & RESPONSIBILITIES:**

- Assist the Event Operations department with the planning and execution of Major League Soccer Next Pro games, high school football games, third-party ancillary events, and private events.
- Ensuring Club and Stadium standard operating procedures are compliant with Major League Soccer Next Pro's operational regulations.

#### **During Major League Soccer NEXT Pro Events:**

- Ensure locker room set-ups meet MLS Next Pro standardization requirements.
- Assist in servicing the needs of the visiting teams on game day.
- Provide support for the referee crew before, during, and after the game.
- Assist with match credential production and distribution.
- Assist with ball retrievers during the event.

#### **During High School Football Events:**

- Field Set Up/ Breakdown (Lines, Goal Post, Markers)

#### **During Third Party/Private Events:**

- Assist in ensuring that client needs and expectations are met.
- Meet with the Event Management Team to plan the event's operational details.
- Help with the movement and storage of the department's equipment. Setting event day spaces to meet the needs of various departments.
- Other duties as assigned.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports and entertainment. Computer proficient in Microsoft Word, Excel, and PowerPoint. Strong communication skills and telephone etiquette. Strong work ethic with a positive, team-oriented approach.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit. Available 20-25 hours per week, including nights and weekends, and often under extreme weather conditions. A typical game day can require early hours and late nights amounting to a 12-hour event day commitment. Ability to lift and carry at least 50 pounds.





## **SOCCER OPERATIONS**

### **DUTIES & RESPONSIBILITIES:**

- Assist Equipment Manager in maintaining a clean/organized locker room.
- Assist Team Administrator with daily operations needs at the training facility.
- Assist Team Administrator with daily operations needs at the training facility.
- Distributing team gear to players/staff.
- Assist in laundry needs for team.
- Assist in set-up/takedown of locker room on match days.
- Assist Coaches/Equipment Manager with set-up/takedown of drills at training.

### **DESIRED QUALIFICATIONS:**

- Knowledge and interest in sports.
- Energetic and positive attitude.

### **REQUIREMENTS:**

- Enrolled in an undergraduate or graduate program and eligible for college credit.
- Available 20-25 hours per week.

