

About the Jacksonville Jaguars

The Jacksonville Jaguars are a professional football team and a member of the National Football League's AFC South Division. The Jaguars are one of the NFL's youngest franchises, playing their first regular season home game on Sept. 3, 1995, in Jacksonville, Fla., and have since won four division titles. The Jaguars are owned by Shahid Khan, a visionary leader whose businesses include Flex-N-Gate, Fulham Football Club, All Elite Wrestling, Bold Events and Iguana Investments. Since 2012, Mr. Khan's impact on the Northeast Florida community has exceeded \$500 million, including charitable giving through the Jaguars Foundation, capital improvements to EverBank Stadium and the creation of Daily's Place, which hosts upwards of 40 concerts a year. The Jaguars and Iguana Investments opened the Miller Electric Center, a state-of-the-art sports performance center in 2023, which now houses all of football operations for the Jaguars, including players, coaches and other personnel. Over the next several years, the Jaguars and Iguana Investments will complete Phase 1 of the Jacksonville Shipyards, a reimagination of the riverfront which will include a Four Seasons Hotel and Private Residences, an office building inclusive of the Jaguars front office headquarters, and a modernized marina and support building, as well as begin additional projects to transform the area around the stadium into a year-round, mixed-use sports and entertainment district.

In 2024, the Jaguars and the City of Jacksonville announced plans to move forward with a reimagined Stadium of the Future, securing Jaguars football in Jacksonville for generations to come, plus a continuation of annual traditions of the Florida-Georgia Football Classic and TaxSlayer Gator Bowl while also opening opportunities for future Super Bowls, Final Four tournaments, college football playoffs, marquee concerts and more. Using research derived from Jaguars fans, stadium guests and a comprehensive assessment of the facility's structure, the Stadium of the Future will be a world-class venue for a world-class city that showcases a facility that is environmentally friendly, cost effective and presents state-of-the-art innovation. The Stadium of the Future features a protective canopy, wider concourses, new communal spaces, scenic lookout decks, immersive in-bowl technology, new seating types and a public Floridian nature park.

Additional details can be found [at www.jaguars.com/stadiumofthefuture](http://www.jaguars.com/stadiumofthefuture).

The Jaguars company values are Passion, Respect, Innovation, Dedication and Empowerment (PRIDE). We believe in the importance of diversity, continual learning and transparency. We also understand the role that excitement, originality and fun play in the workplace. All of these ideas come together to build a strong and dynamic

workplace culture. Because of this, we are dedicated to, and encouraged by, leading the way in developing a distinct and inclusive team.

Summary

Under the leadership of the Director of Football Communications, assist the Jaguars communications department in all areas of strategic communications for the Jaguars and related entities. Contribute to proactive media relations for Jaguars programs and initiatives including football communications, community relations, and corporate communications as assigned. Oversee departmental logistics related to credentials, press box coordination, recurring communication with media and transcription services. Provide additional administrative support for members of the Jaguars PR department as needed.

Job Responsibilities

- Under direction from the Director of Football Communications, execute proactive media relations for Jaguars initiatives, programs and sponsored events as assigned, including the creation/distribution of select press

releases, media advisories and content for Jaguars.com and execution of onsite media relations as necessary.

- Assist Director, Business Communications with strategic communications outreach for departments including president's office, sponsorship, ticketing, fan engagement, people development, real estate development and community impact to promote programs, promotions, initiatives and innovations.
- Work in coordination with football communications staff to engage and interface with Jaguars coaching staff, football staff, players and draft picks on scheduling, media operations and various NFL obligations, both at the Miller Electric Center and out in the community.
- Author, edit, and provide statistical research for Jaguars football publications, including the media guide, weekly release and season in review.
- Support all NFL.com functions and formatting the overall presentation of the site.
- Provide logistical support to the PR staff's credentialing process for media, visiting teams and broadcast outlets.

- Manage press box set up (seating cards, seating charts, booth signs, flip cards, game notes) prior to home games.
- Coordinate transcription needs and distribution, through the week and on game days.
- Assist with communications originating from the JaguarsPR email account and maintain media distribution lists.
- Execute any/all Gator Bowl/HBCU Game efforts in coordination with Director Business & Community Communications.
- Assist in content creation for @JaguarsPR X account.
- Oversee logistical set up and tear down of recurring press conferences and special event logistics.
- Other duties as assigned.

Job Requirements

Required

- 1-2 years previous experience working in strategic public relations and communications.

- Excellent attention to detail and an ability to produce high-quality, accurate work within designated deadlines.
- Effective verbal and written communication skills.
- Proficiency in use of Microsoft Office applications, including Word and Excel, and Adobe InDesign.
- Strong organizational and time management skills with ability to prioritize and manage multiple tasks in a high-energy environment.
- Strong interpersonal skills and the ability to create and maintain solid working relationships at all levels across the organization and externally.
- Bachelor's degree from a four-year accredited college or university.
- Ability to maintain confidential and/or proprietary information.
- Ability to work irregular hours, including weekends and evenings as needed.
- Strong sense of personal initiative and problem-solving abilities.

Perks and Offering

Here is insight into some of the perks and offerings of the Jaguars:

- Health, Dental, Vision and Life insurance options.
- Mobile phone stipend.

- 100% match of the employee's contribution, up to 5% of income, in company 401(k) program.
- 16 weeks of paid parental leave, including adoption.
- Company provided lunch, during the work week.
- Wellness Programs inclusive of: Employee Assistance Program through NFL Lifeline as well as Colonial Life; preferred access to mental health appointments; access to onsite weight facility; company sponsored rec leagues; significant discounts to local YMCA; wellness challenges.
- Team member recognition and mentor programs.
- 20 paid company holidays in addition to 17 days of PTO (that's over 1 month of paid time off!); Summer Fridays.
- JagsU and various company and departmental training and development options.
- Various employee events and celebrations such as: an Employee Anniversary Celebration, PRIDE Awards Ceremony, Employee Days of Service, Employee Appreciation Day, a holiday party, quarterly all team meetings, happy hours and more.

- Opportunity to receive tickets to various events such as Jaguars home games and concerts, as well as other local, ticketed events.
- Various other perks and discounts through local partners.
- Onsite notary.
- Perks and offerings are subject to change and may be dependent upon role.

View <http://www.jaguars.com/careers/> to learn more about what it means to be a part of the team!

Applications are being accepted online only. Please do not call to apply for this position. Please provide complete information. An incomplete application may affect your consideration for this position. The Jacksonville Jaguars and Bold Events are committed to a policy of equal employment opportunity and will not discriminate against an applicant on the basis of race, color, religion, creed, national origin, ancestry, sex, age, disability, veteran status, genetic information or any other legally recognized protected basis under federal, state or local laws, rules, or legal requirements.

By submitting this application, you understand that you may be subject to a pre-employment drug test. You certify that the information in your application is true, correct and complete. You authorize the Jaguars and its representatives to contact your prior and current employer and other references and all others for purposes of confirmation of the information you have provided. You understand your application is subject to, among other things, your eligibility to work in the United States.

Any personal data (including any sensitive personal data) that you provide to the Jaguars and Bold Events as part of the recruitment process and/or otherwise for potential employment may be held and processed for the purposes of your registration, application and potential selection and in connection with any subsequent employment or placement at the Jaguars or any of its affiliates. That data may be retained and further processed for the purposes of matching your skills and qualifications to future positions, identifying you as a potential candidate for future positions, to inform you of future positions and analytics in respect of who applies for positions with the Jaguars or any of its affiliates. If you are selected for the opportunity for which you apply, your personal data may be used for the purposes of entering into a relationship with the Jaguars or Bold Events, including sending you correspondence or general information relating to the employment relationship. Your personal data may be disclosed to Jaguars affiliates and to third-party organizations

providing services to the Jaguars and Bold Events. Your personal data will be retained in accordance with the Jaguars and Bold Events document retention policies and applicable laws.

Job Questions:

1. What are your compensation expectations (must provide a response to be considered)?
2. Will you now or will you in the future require employment visa sponsorship?
3. What about the Jacksonville Jaguars organization excites you?
4. What is one thing you think you can bring to the Jaguars communications department?
5. Have you worked with the NFL OMG platform before?