



The Buffalo Bills are looking for current college students and recent graduate students to join their team!

Applications are now being accepted for internship opportunities during the summer months, training camp, and in-season. Please see the job descriptions below for position descriptions, requirements, and how to apply. In most departments, more than one intern will be hired.

[Media Relations](#)  
(Season Long)

## **BUFFALO BILLS MEDIA RELATIONS SEASON-LONG INTERN JOB DESCRIPTION**

**TIME FRAME:** January to the end of the 2018 NFL season, including Training Camp at St. John Fisher College

**JOB DESCRIPTION:** The media relations season intern will be involved in most aspects of the media relations office, and will be counted on to perform a variety of tasks. The intern will serve as a liaison between the organization and the media and will be responsible for several aspects of media relations (all listed below). Interns will be asked to work nights, weekends, and certain holidays which fall during the football season.

**REQUIREMENTS:** Season Interns will be required to have graduated or be in their senior year of school. Candidates must be proficient in Adobe Creative Suite.

**WAGE:** Interns will be paid an hourly wage. However, interns will be allowed to only work 28 hours per week.

### **RESPONSIBILITIES:**

#### **DAILY:**

- Prepares and distributes daily newspapers clips electronically
- Transcribe player and coach interviews and press conferences
- Tag photos in the team's digital photo-database
- Maintains and updates player/coach/front office feature clip PDF files
- Assist with the production of the media guide
- Prepares and distributes weekly NFL statistics to coaches and front office staff each Monday and Tuesday during the season
- Updates media website with media schedule and upload transcripts
- Responsible for the set-up and breakdown of all press conferences
- Assists in efforts to set up and execute interviews between players and the media
- Facilitate conference calls with the opposing team
- Assist with proofing and editing flip card, weekly release and press box notes
- Assist department with all media operations at training camp

#### **GAMEDAY (HOME GAMES):**

- Prepares press box seating cards and folders for every press box seat (Friday or Saturday)
- Responsible for the set-up of all post-game interview areas (Friday or Saturday)
- Record statistical information during game
- Responsible for transcribing post-game press conferences

#### **GAMEDAY (ROAD GAMES):**

- E-mail Daily Clips from home to front office
- Monitors the game and keeps track of notes/graphics shown on TV broadcast

#### **CONTACT INFO:**

Candidates can send a cover letter, a resume and a list of references along with 2-3 writing samples to Kevin Kearns, Manager of Media Relations – [kevin.kearns@bills.nfl.net](mailto:kevin.kearns@bills.nfl.net).