



**Buffalo Bills, LL**  
**2018 Internship Opportunities**

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.

If applying for more than one opportunity, please include a preference list in the body of your email.

[Contributing Correspondent](#)

(Spring, Summer, Fall)

[Event Operations Graduate Assistant](#)

(May 2018 – February 2019)

[Event Operations Training Camp Intern](#)

(July – August)



**Contributing Correspondent Internship  
Buffalo Bills, LLC (Orchard Park, NY)**

**PRIMARY RESPONSIBILITIES**

- Assist in providing written content for Buffalobills.com.
- Assist with coverage of NFL draft, spring OTAs and minicamps.
- Assist with player/coach interviews.
- Transcribe interviews.
- Conduct statistical research.
- Positions will be filled for spring (March to June), summer (training camp) and fall (regular season).

Buffalo Bills retain the right to change this job description at any time.

**REQUIREMENTS**

- Preferably completing sophomore year in college - major in communication, journalism preferred.
- Strong writing and editing skills.
- Must possess excellent interpersonal, communication and problem-solving skills.
- Experience in leading projects from start to finish.
- Ability to juggle multiple tasks in a high-pressure environment.
- Interest in and knowledge of sports, particularly football.
- Flexible schedule a plus.

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

**QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME AND TWO TO THREE  
WRITING SAMPLES TO:**

[Chris.brown@bills.nfl.net](mailto:Chris.brown@bills.nfl.net)

Applications will be accepted until March 2<sup>nd</sup>, 2018 or until filled thereafter.

Please include Contributing Correspondent Internship in the subject line.



## **Event Operations and Guest Experience Graduate Assistant Buffalo Bills, LLC (Orchard Park, NY)**

### **PRIMARY RESPONSIBILITIES**

- Assist in the development, organization, and management of event/game operations at New Era Field and other Buffalo Bills facilities
- Manage and maintain credential system using ABI Mastermind software
- Compile and assist in the production and distribution of event day related documents
- Manage and maintain Team Member website
- Assist with screening, selecting, training, and supervision of event day staff
- Deliver Guest Services training program to Bills team members and team partners
- Assist with facility preparation and examination for special events
- Support event management team by participating in site visits, creating event layouts and executing organizational events
- Assist in producing instructional/procedural manuals for all Guest Services team members
- Assist in overseeing and implementing the employee incentive program
- Provide administrative support for a variety of event/game related activities
- Support other non-football events by preparing and delivering information and documents
- Assist with off-site events, errands, and delivers as needed
- All other duties as assigned

Buffalo Bills retain the right to change this job description at any time.

### **REQUIREMENTS**

- Must be currently enrolled in, or recently graduated with college degree, Preferred Majors: Business, Hospitality, Marketing, Sports Administration, or related
- The ideal candidate should have great people skills, be customer service oriented, and have outstanding leadership ability
- Qualified candidates must be self-motivated and have great organizational skills
- Must be able to work in a fast-paced environment and able to multi-task and prioritize
- Individual must be able to work without supervision on complex assignments, all while meeting established deadlines
- Individual must possess excellent oral and written communication and presentation skills
- Qualified candidates must thrive in a team-first atmosphere, and should be able to give intelligent feedback and opinions constructively
- Individual needs to be an effective problem solver, and solve issues by using available resources
- The ideal candidate is comfortable speaking in front of larger groups of people
- Must have a good working knowledge of the following Microsoft Office products: Word, Excel, PowerPoint, Outlook, and ability to learn other applicable computer software
- Candidate must be able to work 28-hour weeks, including evenings and weekends as scheduled
- Candidate must have reliable transportation
- Candidate must be able to lift up to 50 lbs.

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

**QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:**

[zach.rutkowski@bills.nfl.net](mailto:zach.rutkowski@bills.nfl.net)

Applications will be accepted until March 2<sup>nd</sup>, 2018 or until filled thereafter.

Please include Event Ops Grad Assistant in the subject line.



## **Training Camp Internship Buffalo Bills, LLC (Orchard Park, NY)**

### **PRIMARY RESPONSIBILITIES**

- Assist in the development, organization, and management of event operations at Buffalo Bills Training Camp at St. John Fisher College
- Assist in the set-up, maintenance, and tear down of camp areas as assigned
- Compile and assist in the production and distribution of event related documents
- Assist with management and supervision of event staff
- Assist with facility preparation and examination of events
- Manage all public areas of Buffalo Bills Training Camp
- Provide administrative support for a variety of event related activities
- Assist with off-site events, errands and deliveries as needed
- Provide superior guest service to all Buffalo Bills Training Camp Guests
- Assist with events at New Era Field as needed
- All other duties as assigned

Buffalo Bills retain the right to change this job description at any time.

### **REQUIREMENTS**

- The ideal candidate should have great people skills, be customer service oriented, and have outstanding leadership ability
- Qualified candidates must be self-motivated and have great organizational skills
- Must be able to work in a fast-paced environment and able to multi-task and prioritize
- Individual must possess excellent oral and written communication and presentation skills
- Qualified candidates must thrive in a team-first atmosphere, and should be able to give intelligent feedback and opinions constructively
- Individual needs to be an effective problem solver, and solve issues by using available resources
- The ideal candidate is comfortable speaking in front of larger groups of people and able to effectively communicate one-on-one with people
- Must have a good working knowledge of the following Microsoft Office products: Word, Excel, and ability to learn other applicable computer software
- Candidate must have a flexible schedule and be able to work various hours including evenings, weekends, and special events
- Candidate must be able to lift up to 50 lbs and be able to perform in an outdoor work environment
- Candidates must temporarily relocate to Rochester, NY for the duration of the internship, temporary housing is provided

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

**QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:**

[zach.rutkowski@bills.nfl.net](mailto:zach.rutkowski@bills.nfl.net)

Applications will be accepted until March 30<sup>th</sup>, 2018 or until filled thereafter.

Please include Training Camp Intern in the subject line.