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.

**Broadcasting Internship**  
(Summer - Fall)

**Football Operations**  
(July - August)

**Ticket Office Customer Service Representative**  
(July-December)
Broadcasting Intern – Buffalo Bills, LLC (Orchard Park/Rochester, NY)

POSITION SUMMARY

The purpose of this internship is to give students a unique opportunity to help in the day to day operations of the video/broadcasting department of an NFL franchise.

We are looking for a dedicated, hard-working individual who is interested in utilizing some of their own production skills as well as learning new skills through hands-on experience.

This is a paid internship. Interns will be compensated with the current New York State minimum wage. We will try and be flexible with the schedule but these internships will involve working some Saturdays or Sundays.

PRIMARY RESPONSIBILITIES

- Log and digitize practice footage on a daily basis.
- Assist in videotaping practice.
- Assist with player interviews.
- Assist in all other event setup and production elements.
- Edit video for use on website and social media.
- Feed NFL Network on a daily basis.
- Other duties as assigned.

REQUIREMENTS

- Pursuit of a Bachelor’s degree in Broadcasting, Media Production, or Communications preferred
- Working knowledge of Adobe Premiere
- Ability to videotape the high speed of an NFL practice
- Ability to multitask, prioritize and complete tasks in a high pressure environment
- Excellent interpersonal, written and phone communication skills
- Must be available up to 28 hours maximum per week (includes weekends)
- Must have working knowledge of professional football

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

Please include Broadcasting Intern in the subject line.
Football Operations Intern – Buffalo Bills, LLC (Orchard Park/Rochester, NY)

POSITION SUMMARY

The primary responsibility of this position is to assist the football operations staff during the 2018 Training Camp at St. John Fisher College. The program will last 4-6 weeks and is a part time position.

The purpose of this internship is to give students a unique opportunity to help in the day to day operations of the football operations and scouting department of an NFL franchise while earning college credit.

This is a paid internship. Interns will be compensated with the current New York State minimum wage and will be provided with housing and meals through the duration of camp. This internship will involve working Saturdays and Sundays throughout the duration of the internship.

PRIMARY RESPONSIBILITIES

- Assist in enforcing policies and procedures pertaining to the football department during training camp to include but not limited to meal times, office duty, practices
- Assist in the security and access during all practices.
- Assist in transporting to and from the Adpro Training Center to the St. John Fisher Training Camp
- Assist the scouting department with projects as needed
- Complete all other duties as assigned
- Opportunities to learn of other department operations and communicate with department heads one-on-one

REQUIREMENTS

- Pursuit of a Bachelor’s degree in Sports Management or related field
- Experience working for a team or athletic department
- Valid driver’s license
- Must be able to maintain integrity and confidentiality in respect to the entire Buffalo Bills organization
- The ideal candidate should be trustworthy and hardworking
- Must be able to work evenings and weekends
- Must be able to work long hours (early mornings or late nights)

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

Please include Football Operations Intern in the subject line.
Ticket Office Customer Service Rep – Part Time

Buffalo Bills, LLC (Orchard Park, NY)

POSITION SUMMARY

The Buffalo Bills are looking for a part-time customer service representative. This position is dedicated to the efficient servicing of all guests to the New Era Field Ticket Box Offices as well as ticket resolution areas within the stadium during all Buffalo Bills home games and ticketed events. Positions are paid on an hourly basis. This role requires shifts on weekends, evenings and holidays.

PRIMARY RESPONSIBILITIES

• Responsible for will call orders and selling available game/event day tickets.
• Provide excellent front line customer service to guests with ticket questions and issues.
• Understand and adhere to Buffalo Bills employee policy and procedures.
• Help with inquiries from all fans and ticket holders.
• Assist with crowd control inside and outside the ticket office.
• Provide excellent customer service to guests with questions in relation to New Era Field.

REQUIREMENTS

Education/Experience

• Bachelor’s degree or working on college degree preferred, High School diploma or GED.
• Computerized ticketing experience is a plus, specifically Ticketmaster operating system.
• Past experience in customer service and ticket sales preferred.

Knowledge, Skills, and Abilities necessary to perform essential functions

• Must be available to work all Buffalo Bills home games at New Era Field and a variety of shifts including days, evenings, weekends, and holidays.
• Ability to work as a member of a team.
• Strong computer skills and knowledge of Ticketmaster Host and/or Archtics preferred.
• Ability to communicate effectively with focus of delivering exceptional customer service.
• Ability to perform in a fast-paced environment.
• Problem solving skills.
• Punctuality and reliability.
• Cash handling experience.

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

kevin.sullivan@bills.nfl.net

Please Include Game Day Customer Service Rep in the subject line