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.

- **Analytics Intern**
- **Broadcasting Intern**
  (Summer, Training Camp, In-Season)
- **Community Relations Intern** (Full Year)
- **Community Relations Intern** (In-Season)
- **Equipment Intern**
  (Summer, Training Camp)
- **Football Operations Intern**
  (Training Camp)
- **Marketing Intern**
- **Media Relations Intern** (Game Day)
- **Media Relations Intern** (In-Season)
- **Media Relations Intern** (Training Camp)
Analytics Intern – Buffalo Bills, LLC (Orchard Park, NY)

POSITION SUMMARY

The Buffalo Bills are looking for an Analytics Intern for the 2017 Summer (within May – September timeframe, start and end dates are negotiable).

This is a part-time position, limited to 28 hours per week.

PRIMARY RESPONSIBILITIES

- Projects will be defined in conjunction with the Director of Analytics
- Work may be focused on the business side and/or football
- Presentation of findings in an understandable fashion is as important as the technical work

REQUIREMENTS

Education:

- Pursuing a graduate degree in Data Science, Statistics, Computer Science, Mathematics, or a related field.
- Strong candidates in undergraduate programs will also be considered.
- Have completed at least six semesters of undergraduate study by May 31, 2017.

Experience:

A strong candidate will have experience in two of the first three areas:

- R programming
- SQL Server (or other relational database) query development
- Python programming
- Proficiency in data wrangling
- Thorough understanding of data mining
- Experience with data visualization
- Ability to transform data into information for decision-making
- Excellent written and verbal communication skills
- Able to work on projects individually and as part of a team

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

Please include Analytics Intern in the subject line.
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 while earning college credit.

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.
• Feed NFL Network on a daily basis.
• Other duties as assigned.

REQUIREMENTS

• Pursuit of a Bachelor’s degree in Broadcasting, Marketing, or Communications preferred
• Working knowledge of Avid or non-linear system (Avid preferred)
• 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

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careers@bills.nfl.net

Please include Broadcasting Intern in the subject line.
Community Relations Full Season Intern – Buffalo Bills, LLC (Orchard Park, NY)

POSITION SUMMARY

The Buffalo Bills are looking for a high-energy individual who possesses a good work ethic and has a passion for positively impacting the community. This internship will offer the candidate an opportunity to work in a fast-paced environment and assist in the day to day operations of the community relations department of an NFL franchise.

This is a paid internship. Interns will be compensated with the current New York State minimum wage.

PRIMARY RESPONSIBILITIES

- Assist with the coordination of player appearances
- Assist with execution of community events including set-up, registration, photography and clean-up
- Assist with open practices and community visits at Buffalo Bills Training Camp at St. John Fisher College in the Community Relations Hospitality Tent
- Help execute community game day activations for pregame and halftime ceremonies
- Maintain a database tracking player, coach and staff appearances throughout the year
- Assist with donation requests and autographed merchandise inventory
- General office support
- Other duties as assigned

REQUIREMENTS

- Must be able to attend every Buffalo Bills home game at New Era Field (including preseason)
- Ability to multitask, prioritize and complete tasks in a high pressure environment
- Excellent interpersonal, written and phone communication skills
- Must be proficient in Microsoft Office
- Must be available up to 28 hours maximum per week (includes evenings, holidays and weekends)
- Must be able to lift up to 25 pounds

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QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

Please include Community Relations Intern in the subject line.
Community Relations In-Season Intern – Buffalo Bills, LLC (Orchard Park, NY)

POSITION SUMMARY
The Buffalo Bills are looking for a high-energy individual who possesses a good work ethic and has a passion for positively impacting the community. This internship will offer the candidate an opportunity to work in a fast-paced environment and assist in the donation request operations of the community relations department of an NFL franchise.

This is a paid internship. Interns will be compensated with the current New York State minimum wage.

PRIMARY RESPONSIBILITIES
- Learn and maintain the donation database and fulfillment process. Training will be provided.
- Open and organize mail to the department on a daily basis
- Manage autographed merchandise inventory
- Assist the community relations department with a variety of player appearances, community events and gameday activations
- General office support
- Other duties as assigned

REQUIREMENTS
- Must be proficient in Microsoft Office
- Excellent interpersonal, written and phone communication skills
- Strong organizational skills and the ability to multi-task in a fast paced environment
- Must be available up to 28 hours maximum per week (includes evenings, holidays and weekends)
- Must be able to lift up to 25 pounds

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QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:
careers@bills.nfl.net

Please include Community Relations Intern in the subject line.
Equipment Intern – Buffalo Bills, LLC (Orchard Park/Rochester, NY)

POSITION SUMMARY

The primary responsibility of this position is to assist the equipment staff during the 2017 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 equipment department of an NFL franchise while earning college credit.

PRIMARY RESPONSIBILITIES

- Transporting of team gear to/from training camp.
- Field set-up and break down for all practices.
- Specific on-field assignments during practice.
- Laundry collection, cleaning, and distribution.
- Daily locker room upkeep and equipment maintenance.
- Issuing of team gear to Bills personnel and players.
- Assisting in preparations for preseason games.

REQUIREMENTS

- High school graduate or equivalent
- Experience working for a team or athletic department preferred but not necessary
- The ideal candidate should be trustworthy and hardworking
- Working some evenings and weekends will be required
- Must be able to work long hours, some late nights required
- Must be comfortable working in a locker room environment
- Valid driver’s license

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QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

Please include Equipment 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 2017 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)

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QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A RESUME TO:

careers@bills.nfl.net

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

POSITION SUMMARY

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

We are looking for a dedicated, hard-working individual who is interested in utilizing some of their own marketing 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

- Assist in taking photos at practice.
- Assist in performing routine website updates (homepage, roster photos, and headshots).
- Assist in the content creation process such as writing stories/blogs for the website, compiling photo galleries and video production.
- Assist in interviewing Buffalo Bills players for stories.
- Attend daily content meetings and all Bills Community Relations events.
- Assist with editing print marketing materials such as the Buffalo Bills Game Day program.
- Other duties as assigned.

REQUIREMENTS

- Graduate Assistants pursuing a degree in Marketing, Communication(s), Journalism, Business or Sports Management preferred.
- Working knowledge of Content Management Systems and Adobe Photoshop.
- Excellent interpersonal, written and phone communication skills.
- Ability to multitask, prioritize, and complete tasks in a fast-paced and high pressure environment.
- Must be proficient in using the AP Stylebook.
- Must be available up to 28 hours maximum per week (includes weekends).
- Must have working knowledge of professional football.

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careers@bills.nfl.net
Please include Marketing Intern in the subject line.
POSITION SUMMARY

The media relations gameday quote team is a crucial member of the Bills gameday staff. The Bills quote team plays a significant role in press box operations—including set-up and distribution. Bills quote team members are required to transcribe all press conference and open locker room media availability sessions following games.

PRIMARY RESPONSIBILITIES

- Responsible for collecting audio and transcribing post-game press conferences
- Responsible for assisting in various elements of press box operations
- Represent PR staff in broadcast booths and handle any problems that arise
- Operate the media will call booth and assist in handling any issues that arise
- Run stats to broadcasters, suites and photographer workroom
- Escort media to postgame area near end of game
- Oversees the distribution of the post-game quotes in the press box

REQUIREMENTS

Quote team members will be required in most cases to have either graduated or be enrolled at an accredited university. Candidates must be proficient in Microsoft Word. Candidates are expected to be able to commit to attending all Bills home games (two preseason, eight regular season) and any post-season games.

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A COVER LETTER AND RESUME ALONG WITH 2-3 WRITING SAMPLES TO:

Kevin Kearns, Manager of Media Relations – kevin.kearns@bills.nfl.net

Please include Gameday PR Staff in the subject line.
Media Relations Season Intern – Buffalo Bills, LLC
(Orchard Park/Rochester, NY)
Time Frame: July through the end of the NFL season

POSITION SUMMARY

The media relations season intern is looked at as a sixth member of the department. He/she will be involved in most aspects of the media relations office, and will be counted on to perform a variety of tasks with little room for error. 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.

PRIMARY RESPONSIBILITIES

DAILY:

- Assist department at training camp (see separate training camp internship description)
- Prepares and distributes daily newspapers clips electronically – rotating daily at training camp and then each day throughout the regular season, including weekends
- Transcribe player and coach interviews and press conferences
- Maintains and updates player/coach/front office feature clip PDF files
- Prepares and distributes weekly NFL statistics to coaches and front office staff each Monday and Tuesday during the season
- Updates media website daily with media schedule and upload of press releases, transcripts and player/coach/front office feature clip PDF files
- Assist with the content and compilation of team statistic package - ‘Herd of Stats’ - as well as assisting with the research and updating of player and team notes for the weekly release
- In charge of the creation, distribution and mailing of weekly media packet
- Responsible for the set-up and breakdown of all press conferences
- Assists in efforts to set up and execute interviews between coaches, players and the media
- Assists in monitoring open locker room sessions and media attending practices
- Sets up media room with team, opponent and NFL media information
- Contribute and compile content for BuffaloBills.com
- Help prepare prep materials for upcoming media availability sessions
- Facilitate conference calls with the opposing team
- Sort and upload photos in the team’s digital photo-database
- Responsible for checking in media members and issuing credentials if needed as well as escorting media members to and from practice locations
- Assist with proofing and editing flip card, weekly release and press box notes
- Updates media guide files and player bios and creating bios for newly acquired players during the year

GAME DAY (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)
• Follows statistical information during game
• Assists in the compilation of player and team milestone notes within reach of that week’s game
• Responsible for transcribing Bills head coach and quarterback post-game press conferences
• Escort media to postgame area near end of game
• Oversees the distribution of the post-game quotes in the press box
• Stays in press box post-game until the last visiting writer exits and local media are checked on
• Assists visiting PR staff and media with any requests

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

REQUIREMENTS

Season Interns will be required in most cases to have graduated and earned a BA/BS degree from an accredited university. Candidates must be proficient in Microsoft Word, Excel, Adobe Creative Suite and have experience transcribing.

THE BUFFALO BILLS ARE AN EQUAL OPPORTUNITY EMPLOYER

QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A COVER LETTER, A RESUME, A LIST OF REFERENCES ALONG WITH 2-3 WRITING SAMPLES TO:

Kevin Kearns, Manager of Media Relations – kevin.kearns@bills.nfl.net

Please include Media Relations Season Intern in the subject line.
Media Relations Training Camp Intern – Buffalo Bills, LLC (Orchard Park/Rochester, NY)

**POSITION SUMMARY**

The training camp intern will work from mid-July to the end of training camp to aid in the daily media relations activity and will live on campus at St. John Fisher College. The training camp internship is meant to be an initial exposure to NFL media relations and the candidate will be involved in a wide range of activities from media check-in to setting up and executing player interviews.

**PRIMARY RESPONSIBILITIES**

- Responsible for rotating between one of three posts during practice: oversee the training camp Media Relations office, monitor the media entrance gate to the practice field or monitor the media on the sidelines during practice
- When in the office – Answer phones, relay messages, make and distribute credentials, initial liaison between the media and our training camp department, work on assignments provided by Media Relations supervisor, monitor TweetDeck throughout practices, sort photos in team’s digital photo-database maintain the cleanliness and up-keep of the office as well as keep the office well-stocked with supplies
- When on the sidelines – Monitor media to make sure they remain in designated areas, carrying out the set up and breakdown for post-practice press conference, fill and place media cooler in designated area, set up/monitor/record/transcribe post-practice interviews of players and coaches, and check media credentials
- Responsible for the preparation and distribution of daily newspaper clips to front office staff
- Assist with coordinating morning radio interviews for team partners
- Maintains and updates player/coach/front office feature clip PDF files
- Updates media website daily with media schedule and upload of press releases, transcripts and player/coach/front office feature clip PDF files
- Oversee and distribute all training camp credentials and parking passes (full camp and daily credentials)
- Record and transcribe coaches and player press conferences daily
- Distribute materials to members of the media including transcripts, weekly releases and NFL publications
- Contribute writing assignments for BuffaloBills.com
- Work at any home preseason games at New Era Field during training camp

**REQUIREMENTS**

Candidates should have some type of experience in sports communications and should be self-motivated, personable, hard-working individuals. Candidates must be proficient in Microsoft Word, Excel, Adobe Creative Suite, and have experience transcribing.

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QUALIFIED CANDIDATES MAY APPLY BY SUBMITTING A COVER LETTER, A RESUME, A LIST OF REFERENCES ALONG WITH 2-3 WRITING SAMPLES TO:

Kevin Kearns, Manager of Media Relations – kevin.kearns@bills.nfl.net

Please include Media Relations Training Camp Intern in the subject line.