Buffalo Niagara Sports Commission
Internship Position

The Buffalo Niagara Sports Commission, a subsidiary of Visit Buffalo Niagara, the sports marketing leader of the Buffalo Niagara hospitality industry, has an opening for an energetic, hardworking and creative sports intern for a fall and/or a spring internship. The Buffalo Niagara Sports Commission promotes the Buffalo Niagara region worldwide as a tourism and amateur athletic destination for the economic benefit of the community.

Position:  Sports Department Intern
Duration:  Fall: September-December, 2016 & Winter/Spring: January-May, 2017

Duties:
Intern will have the opportunity to work on and offer input for a broad range of projects including, but not limited to the following:

• Contribute in design and content of a facility guide
• Researching event history and feasibility for Buffalo
• Assisting with onsite event management and operations
• Communication with local/regional/national contacts
• Assisting with the planning of special events
• Volunteer and visitor services coordination
• Supporting in bid and event proposals
• Collaborate with locals on event growth
• Social media development and planning
• Contribute in PR writing

Job Requirements:
Must be a college student or graduate student enrolled in sport management/business/marketing or a related field. Applicants should be well organized and possess strong verbal, written and interpersonal skills. Event experience and social media knowledge is preferred. Must be competent in Microsoft Office applications and be able to lift up to 30 lbs. Experience in sport management is beneficial and desired.

A few organizations that the BNSC works with include:

• USA Hockey  • NCAA  • National Softball Association  • Buffalo Colleges/Universities
• MAAC  • STAR Swimming  • Buffalo Bills/Buffalo Sabres  • USA Olympic NGB’s

A few past events the BNSC has hosted include:

• NCAA DI Basketball First & Second Rounds  • Horseshoe Pitchers World Championships
• National Softball Association World Series  • IIHF World Junior Hockey Championships
• USA Hockey National Championships  • USA Swimming Speedo Championships

Applicants must be available at least 2 – 3 days a week to be in the office and available for events (possibly nights/weekends). Please include a cover letter, three references, a writing sample and a resume to:

Ally Pawarski
Sport Sales & Services Manager
Buffalo Niagara Sports Commission
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Buffalo, NY 14203
P: 716-218-2932 / E: Pawarski@buffalosportscommission.com