



# Example of Intern Sports Job Description

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Our growing company is searching for experienced candidates for the position of intern sports. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for intern sports

- Help evaluate research vendors
- Coordinate reporting needs for operations and finance
- Prep and research upcoming boxing fights
- Complete tasks on a deadline for time sensitive material
- On site assistance for boxing fights (Madison Square Garden, Barclay's Center, etc)
- Pre-production tasks for shows covering team's game
- Attending both productions in the mobile production unit to observe and assist in live game production -General office duties
- Collecting and distributing press clips
- Assisting with media list management, dissemination of press materials and or pertinent public relations tasks
- Preparing for the upcoming college football season

## Qualifications for intern sports

- Enjoys and embraces the need to multi-task in the workplace
- Some television production experience or education either at a local TV affiliate, college courses, or college television station is mandatory
- Please note, HBO will not provide housing accommodations during the internship period
- Strong working knowledge of sports is important
- A desire to learn and engage in sports public relations

