



NFL FILMS INTERNSHIP PROGRAM

▪**Company Information:** Since 1964, NFL FILMS has revolutionized the way America watches football and set the standard in sports filmmaking. The exclusive all-access sound, stunning cinematography, stirring orchestral music and poignant storytelling are the trademarks of NFL FILMS. Winner of 97 Emmy awards, NFL FILMS is widely recognized as the most honored filmmaker in sports. Each season, the studio produces and distributes more than 2500 hours of new NFL programming for the NFL Network, broadcast and cable networks, NFL.com, home videos, DVDs and CD-ROMs. For more information, log onto www.NFLFILMS.com.

▪**Eligibility:** NFL FILMS accepts interns during the Fall, Spring, and Summer semesters. Students and graduates must be available at least three full-days/week (9am-5pm). Anyone available less is ineligible for this program. Five days/week is preferred or required for some departments. First priority is always given to college students who are in their junior or senior year and receiving academic credit. This internship is open to college students/graduates only. This is an unpaid internship program.

▪**Positions:** There are several departments throughout NFL FILMS that utilize interns and we will assign a student to work extensively in one department: *Cinematography, Studio/Live Events, Producers, Facility Sales, Project Management, Graphics, Audio (Sound Design), Audio (Music Composition), International, Video Vault, Media Services, and Total Access.* If a candidate has specific skills and interests (such as production or studio direction), then we would like to know.

Incorporated into each internship at NFL FILMS is the opportunity to observe all phases of film and video production, including audio production, post-production scheduling, dub-center services, Telecine (film to tape transfer), graphic design, and media relations.

▪**Acceptance:** The NFL Films Internship program has 25-30 interns per session. Acceptance into the NFL Films Internship Program is contingent upon the outcome of a standard security and background investigation. The program is designed as an educational experience for qualified students and does not constitute a contract of employment. Company employee benefits (e.g., vacation, sick days, bonus or retirement plans, and the like) are not available to participants in the internship program. While the program will encompass a learning environment for students, interns may be required to perform such tasks as: answering phones, running errands, typing, photocopying, and filing.

The staff at NFL FILMS is willing to assist mature, responsible and enthusiastic interns. Those interns who take and seek the initiative will find that their internship experience was the most important step in their career.

▪**To Apply:** Submit your 1) Cover Letter and 2) Resume to www.nfl.apply2jobs.com. All documents should be put into a single document when uploading your resume

Graphics applicants only: Please also list website address on your resume and/or send demo reels to:
NFL Films Internships
1 NFL Plaza, Mt. Laurel, NJ 08054

Failure to submit all materials by the noted deadlines will harm your chances of obtaining the internship.

June 30thFall Internship (mid-August – mid-February)

November 20thSpring Internship (mid-February – mid-May)

March 1stSummer Internship (mid-May – mid-August)



NFL FILMS INTERNSHIP PROGRAM- Departments

▪Cinematography

At NFL FILMS, Interns will work with Emmy award-winning cinematographers in our Cinematography Department. The benefits of this internship will be: gaining knowledge of film and high-definition cameras; learning how to handle film/HD equipment from our extensive inventory; coordinating with Field Operations to provide crews with proper equipment for various shoots; driving our NFL Films equipment and passenger vans to-and-from shoots; he/she will gain knowledge on how to light and shoot NFL Films-style productions and will use this knowledge to assist their future career aspirations. Students with a basic knowledge of on-location video/film production is a plus, but not required.

▪Project Management

The NFL FILMS Project Management Department is responsible for assessing the creative needs of Producers & Directors, and determining the fiscal and material resources needed to complete his or her projects. The department creates a budget and manages all resources throughout the course of a project. Interns will support the Project Management Department with the above tasks by being available to support Project Managers with their job responsibilities.

▪Producers

Students interning in the Producers Department are referred to as "Floaters." Their primary function is similar to that of a freelancing Production Assistant: fill the various requests of our NFL Films Producers, such as locating footage through our video library system and digitizing tapes into Avid software; researching the history of a player, team, or story; non-linear editing; logging interviews, game footage, and radio calls; assisting on-location and in-house shoots. Students will contribute to NFL Films programs such as *NFL Film's Presents*, *NFL Top 10*, *Inside the NFL*, highlights, DVD packages, and shows aired on the NFL Network. Students best fit for this department are those interested in storytelling, writing, editing, and producing NFL Films-style programming. Basic knowledge of football is stressed.

▪Total Access

The intern working on Total Access assists in many aspects of feature producing. Tasks include footage searches, utilizing the our in-house database system called SABER and the extensive archives of NFL Films; making calls for footage from additional outside sources such as colleges, high schools, and television stations throughout the United States. They will have the opportunity to sit in on edits, offering their editorial suggestions and ideas and may also travel to observe local feature shoots, if they occur during the session. Additional responsibilities are given on a case-by-case basis, throughout the internship. All of their work aids in producing features for NFL Total Access, Game Day Morning as well as other shows airing on NFL Network.

▪Graphics

An internship in our Graphics Department will provide students with a rare opportunity to see all levels of Broadcast Design. You will be doing everything from supporting our staff artists in Photoshop and Illustrator, to coming up with your own designs in Cinema 4D and After-Effects. Required Skills: Motion graphics design; 3D modeling, lighting, texturing, animation and rendering; motion and timing; typography; composition; color theory. The Graphics Department prefers that students be 3D or After-Effects artists with a proficiency in multiple 3D applications, competency in Illustrator, Photoshop, After Effects and a passion for broadcast graphic design.

▪Video Vault (Fall Only)

Through the Video Vault, interns will learn the inner-workings of the Post-Production side of NFL Films. Our extensive, detailed tape-archiving system organizes our library and helps the flow of work not only in our edit suites, but also throughout the entire facility. The benefits of this department are: meeting various production and post-production employees; learning the work flow of a project or show, from the initial footage assembly, to color correction, graphics, audio and all the way through to the final edit. Students will gain knowledge of the various tape formats that are being used in the professional TV/Film industry today. They will also be familiarized with the Schedu-All program (scheduling system), tape duplication, and shipping. The intern must be willing to get their hands dirty, be able to lift tapes, boxes, and frequently walk up & down stairs in our 2-level videotape vault. This department is perfect for anyone interested in understanding how programs are finalized in the post-production stage. Mac computer knowledge, and strong communication & organizational skills are preferred. Please note that this department's internship is only available during the Fall session.

International (Fall Only)

Students interested in exposure to Broadcast Operations & International Business are encouraged to apply to our International Department. Responsibilities include interfacing with International Broadcasters on a weekly basis regarding their Game Selections; Communicating with Host Networks (CBS, ESPN, FOX, NBC) each week regarding International participation; Tracking selections for accuracy in billing; Maintaining detailed transmission information; Distributing encryption details; Supporting troubleshooting during live transmissions; and office support as needed (Data entry, phone answering, etc). Students must have strong communication skills & be proficient with MS Office (Outlook & Excel). Please note that this is only available during our Fall session, and runs on a Sunday-Thursday schedule.

Studio/Live Events

The Studio/Live Events internship has two heads. The student should expect to see multiple cases of two very different types of production. On one end you have the "live television" production. This involves all aspects of the studio: control room, tape room, video shading, prompter, etc. On the other side you have the ENG shoots (commercials, corporate video). This involves grips, electricians, prop artists, and even film cameras. The intern will learn and see every facet of both types of production, giving them a well-rounded base of knowledge for the real world.

We prefer students that have a very general understanding of television production and direction. The student should have basic knowledge of a camera, switcher, and lighting board used in studio productions. We will help with any questions he or she may have and give the student an opportunity to get hands-on experience with every single piece of equipment in the studio.

Facility Sales

In the NFL Films' Facility Sales department, interns will work on client work such as commercials, webisodes and entertainment productions. The benefits of this internship will be: learning what it takes to go from pre-production through to post production on a variety of client projects; assist account managers and learn how to coordinate these projects; learn how budgeting works. Interns will also have the opportunity to be on set as a production assistant gaining great out-of-the classroom experiences. Students who have a basic knowledge of video production and a desire to learn the sales /marketing end of the business are a plus.

Audio- Sound

Interns in the Audio department will be exposed to all aspects of audio undertaken by NFL Films. Interns will work on the shooting stage during live shoots including setup, troubleshooting, mic-ing talent, and assisting the studio mixer. Interns will also work in Sound Transfer assigned to tasks such as transferring audio from numerous analog formats to digital files, locating audio clips for various productions, opening projects for sound design and mix session, and archiving radio calls from NFL games. In addition, interns will be given numerous opportunities to observe and occasionally assist our award winning mixers with talent voice-over recording sessions, sound design, on location recording and post-production mixing sessions. All students will be expected to learn the Fairlight Xynergi DAW which is used extensively throughout the Audio department.

Audio- Music Composition (Summer only)

Music Composition majors will be assigned to our Audio Department, specifically working side-by-side with our Emmy award-winning staff composers. Students will assist by transferring NFL Films sheet music (full orchestra parts) to digital form. This requires students to have an in-depth understanding of the music notation software, Sibelius. Also, interns can expect to upload NFL music themes to CD for clients and musicians. Students will assist in supervising our live recording sessions by working with the orchestra musicians. Most importantly, students will learn about the type of music used in NFL Films programming, and gain the knowledge it takes to compose an NFL Films program/film score.

Media Services

The National Football League holds all rights to any NFL footage. In Media Services, interns are responsible for compiling this footage and filling requests from outside companies for air on various networks and programming. For example, if a major sports network were to request all of Brett Favre's touchdown passes in the past two years, for use in a news story, interns would then first utilize the NFL Films 'SABER' search system to find the best shots, and then the NFL Films 'POGA' Library Catalog system to locate the tape master in our Video Vault. From there, interns utilize a linear editing machine to transfer the film onto a new tape to be sent to the network. Interns will learn how to choose aesthetically good shots and how to operate a non-linear editing machine. Media Services is also in-charge of building and maintaining our "SABER' search system throughout the football season. This system catalogues every NFL play and is used throughout the building by NFL Films Producers, in order to locate shots to be used in NFL Films programming.

Post Production

Interns in the Post Production facility will gain hands on knowledge of the various steps in the production process. You will become familiar with many different media formats. The formats include both tape and file based systems. You will be supporting the editors with all aspects of the edit, including creating elements within Photoshop to be used during the final edit, tape organization and labeling, duplication and file postings. Our facility is open to outside clients. You could work on both football and non-football projects. We utilize Final Cut Pro, Fire, Avid and Non-linear suites. Required Skills: A basic understanding of Photoshop