



Interning at WCTE

WCTE Upper Cumberland PBS offers internships for college students throughout the year. Internships are specifically designed to provide training and experience for students interested in the various aspects of public broadcasting. Internships described below are, in general, the types of assignments that are available within each department.

Internships are offered to students of all colleges, universities, and trade schools. Recruiting is normally accomplished through the school internship or career services office, and on-campus through career and internship fairs. Students may also contact WCTE directly. WCTE will process applications and the supervisor from the department for which the student is applying will conduct interviews. Once accepted, students are assigned to work on a specific project or production for an academic semester. All WCTE internships are unpaid.

Internship Opportunities

WCTE has current openings for unpaid internships that offer valuable experience in television production, business development, special events and event planning. We seek creative, motivated and energetic students from a variety of majors to lend their effort and time. We expect a minimum of 10 hours per week in exchange for engaging, hands-on experience.

Internship Applications

To apply, email or mail a resume & cover letter detailing your interest in WCTE along with (1) academic referral:

WCTE Upper Cumberland PBS

Content Manager

PO Box 2040

Cookeville TN 38502

sterry@wcte.org

- Your cover letter should specify a first and a second choice internship from the list of opportunities described below.
- Positions offered are unpaid.
- Internships run on a schedule similar to the college semester. Internships usually cover the following periods:
 - **Fall internships** - Late August/early September through mid-December.
 - **Spring internships** - Mid/late January through late April.
 - **Summer internships** - Late May/early June through mid-August.
- All Candidates **MUST** have a flexible schedule and provide own transportation.
- Students must be able to commit to a minimum of 10 hours per week.
- We select without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

NAME: _____

PHONE: _____

EMAIL: _____

AVAILABLE TO START: _____

AREA OF INTEREST: _____

1. *Production*
2. *Education & Community Outreach*
3. *Development & Business Affairs*
4. *Web & Membership*
5. *Special Projects, Event Planning & Administration*

DEPARTMENT	DESCRIPTION
<p>PRODUCTION <u>Potential Majors</u> <i>Communication, Journalism, Broadcasting, Sports Information, Sport Administration,</i></p>	<p>The basic focus of the program is behind-the-scenes production work, providing students with experience in both live and taped shows. The internship also includes non-broadcast related activities, such as studio set-up and maintenance. Motivated and committed individuals will benefit the most from this program. A positive attitude and a willingness to learn are essential.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Studio & Mobile Production camera operations • Assisting videographer/editor, television directors or producers in studio and on location. <p>Advanced Duties:</p> <ul style="list-style-type: none"> • Field camera operations • Non linear editing (Final Cut Pro, Adobe Premiere, Motion Graphics) <p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> • May involve significant physical activity, including carrying equipment, climbing, and kneeling. • Vision to read VDT screens or other monitoring devices. • Requires hearing and speech adequate to allow communication over headset • Occasional lifting of up to 50 pounds.
<p>EDUCATION & COMMUNITY OUTREACH <u>Potential Majors</u> <i>Education, Educational Technology, Instructional Design</i></p>	<p>Candidates will assist WCTE with the design, promotion, and implementation of education and community outreach initiatives through our viewing area. Duties range from supporting project development activities, reviewing and identifying instructional resources, to assistance with outreach and communication activities. Candidates may also assist in the coordination of and participation in events.</p> <p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> • Individuals must have interest or experience in early childhood, K-12 education, or communications/marketing • Positions require general office work, including answering emails, preparing materials, and participation in daily operations. • Candidates must have strong organizational, writing, Internet, and communication skills, and knowledge of Microsoft Office products.
<p>DEVELOPMENT & BUSINESS AFFAIRS <u>Potential Majors</u> <i>Business, Marketing, Public Relations</i></p>	<p>The development intern will provide support to WCTE's development and business affairs team. This is a great opportunity for someone interested in learning more about development or nonprofit management. The intern will work under the supervision of WCTE's development director. The supervisor will meet with the intern on a weekly basis to check in on the progress of his/her work.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Support the preparation and production of proposals, reports and presentations as needed. • Data entry. Support and attend special events as needed. • Provide administrative support for the Development department, including telephone calls, emails, filing, faxing and copying. <p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> • Excellent communication skills, both oral and written, strong research skills • Detail-oriented and highly organized, ability to work independently in a fast-paced environment • Computer skills, including Microsoft Office and FileMaker Pro
<p>WEB & MEMBERSHIP <u>Potential Majors</u> <i>Web Design, Computer Science, Journalism, Public Relations</i></p>	<p>WEB In this role you would help us maintain WCTE's active website. Exposure to HTML, JavaScript, Drupal or CSS in a cross-platform environment required.</p> <p>MEMBERSHIP</p> <p>Duties:</p> <ul style="list-style-type: none"> • Support the preparation of monthly direct mail campaigns • Assist with the preparation of the monthly e-newsletter • Data entry and database maintenance • Assisting in maintaining current donor information
<p>SPECIAL PROJECTS, EVENT PLANNING & ADMINISTRATION <u>Potential Majors</u> <i>Any majors applicable</i></p>	<p>WCTE invests much time and effort at maintaining a strong interface with the public. Interns will become familiar with customer service and handling public inquiries via telephone.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Research and drafting copy for WCTE publications; research to build target media lists for publicity campaigns; fact-checking/proofreading; events support; and special purpose publications. <p>Knowledge, skills & abilities:</p> <ul style="list-style-type: none"> • Candidates must have strong PC experience and the ability to write professional reports and correspondence. • Candidates must be detail oriented; well organized and able to work effectively within a fast-paced, team-oriented environment.