

## List of WCTE Departments & Descriptions

Department	Description
<b>Production &amp; Digital Content</b>	<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><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● Studio &amp; Mobile Production camera operations</li> <li>● Assisting videographer/editor, television directors or producers in studio and on location.</li> </ul> <p><b>Advanced Duties:</b></p> <ul style="list-style-type: none"> <li>● Field camera operations</li> <li>● Non linear editing (Final Cut Pro, Adobe Premiere, Motion Graphics)</li> </ul> <p><b>Knowledge, skills &amp; abilities:</b></p> <ul style="list-style-type: none"> <li>● May involve significant physical activity, including carrying equipment, climbing, and kneeling.</li> <li>● Vision to read VDT screens or other monitoring devices.</li> <li>● Requires hearing and speech adequate to allow communication over headset</li> <li>● Occasional lifting of up to 50 pounds.</li> </ul>
<b>Education &amp; Engagement</b>	<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><b>Knowledge, skills &amp; abilities:</b></p> <ul style="list-style-type: none"> <li>● Individuals must have interest or experience in early childhood, K-12 education, or communications/marketing</li> <li>● Positions require general office work, including answering emails, preparing materials, and participation in daily operations.</li> <li>● Candidates must have strong organizational, writing, Internet, and communication skills, and knowledge of Microsoft Office products.</li> </ul>

Department	Description
<p align="center"><b>Development &amp; Marketing</b></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. 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><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● Support the preparation and production of proposals, reports and presentations as needed.</li> <li>● Data entry. Support and attend special events as needed.</li> <li>● Provide administrative support for the Development department, including telephone calls, emails, filing, faxing and copying.</li> <li>● Support the preparation of weekly direct mail campaigns</li> <li>● Assisting in maintaining current donor information</li> <li>● 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</li> </ul> <p><b>Knowledge, skills &amp; abilities:</b></p> <ul style="list-style-type: none"> <li>● Excellent communication skills, both oral and written, strong research skills</li> <li>● Detail-oriented and highly organized, ability to work independently in a fast-paced environment</li> <li>● General computer skills, including Microsoft Office.</li> <li>● Candidates are preferred to have strong PC experience and the ability to write professional reports and correspondence.</li> <li>● Candidates must be detail oriented; well organized and able to work effectively within a fast-paced, team-oriented environment.</li> </ul>
<p align="center"><b>Engineering, I.T. &amp; Web</b></p>	<p>In this role you would help to maintain WCTE's active internal network and engineering systems, as well as potential website updates/maintenance. Also, the intern will assist will WCTE's live productions and live streaming events, including setup, broadcast, and tear-down. Exposure to HTML, JavaScript, or CSS in a cross-platform environment is preferred.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● Data entry and database maintenance</li> <li>● Network systems management and maintenance</li> <li>● Assisting in maintaining broadcast signal and troubleshooting</li> <li>● General website design and updating events/pages as requested</li> <li>● Generating analytics reports</li> <li>● Assisting in general I.T. support for the station</li> </ul>