



WMHT PUBLIC MEDIA **INTERNSHIPS**

4 Global View, Troy, NY 12180 | wmht.org

WMHT Public Media, located in New York State's Capital Region, is the only full-service public broadcaster serving Eastern New York and Western New England. WMHT operates public television stations WMHT, World, Create TV, and WMHT PBS Kids, as well as public radio stations WMHT-FM 89.1/8.7, WEXTRadio 97.7/106.1, and RISE, a radio reading service for the blind and print-disabled.

Internships at WMHT are unpaid; academic credit must be available through intern's educational institution.

TELEVISION PRODUCTION INTERN

Responsible for general office duties and serve as production assistant to producers and directors. Duties could include research, logging, transcribing, running teleprompter, character generator, studio camera, studio set up and strike and grip on field shoots. Excellent opportunity to learn production skills and how television shows are produced.

Qualifications:

- Keen interest in television production and other media
 - Academic or work experience in TV production or journalism
 - Proficiency in Microsoft Office Suite
 - Exceptional verbal and written communication skills
 - Proficiency in proofreading; attention to detail
 - Ability to handle multiple tasks and to work independently with minimal supervision
 - Excellent organizational skills
 - Dependable, flexible, enthusiastic
-

RADIO PRODUCTION INTERN

Radio Interns learn the daily operations of Classical 89.1 WMHT-FM and Exit 97.7 & 106.1 WEXT-FM and assist in the creation of on-air and online content. Duties may include set-up for live performances, music research, script writing, voicing and producing promotional announcements and long-form programming. Familiarity with Adobe Audition or a similar DAW is a plus, but not required. This role requires attention to detail, strong presentation skills and an imagination you can't turn off. Must be dependable, flexible and enthusiastic with the ability to multitask and work independently.

RISE INTERN

RISE is WMHT's 24-hour radio information service for the blind and print disabled in New York's Capital Region and the Hudson Valley. A RISE intern would provide administrative assistance to the RISE manager. Assists with scheduling of volunteers, produces programming for WMHT's radio reading service for the print disabled, including reading newspapers live on RISE; writing copy for newspaper readings, promos, and print materials; Performs outreach duties as assigned.





WMHT PUBLIC MEDIA **INTERNSHIPS**

4 Global View, Troy, NY 12180 | wmht.org

EDUCATION AND COMMUNITY ENGAGEMENT INTERN

The Education and Community Engagement Intern will work with WMHT's Educational Services staff to help plan and implement effective outreach programs and education initiatives to enrich and empower individuals and institutions in our community.

Responsibilities:

- Assist in the planning of events and activities that are conducive to engagement around issues of education, arts and culture, and civic and public affairs
- Research issues relevant to the region and develop reports to share with content producers
- Assist in the creation of the monthly WMHT Education and Community Newsletter
- Perform other duties as assigned

Qualifications:

- Commitment to community building and education
- Academic or work experience in education, community development, or public policy
- Exceptional verbal and written communication skills
- Proficiency in proofreading; attentional to detail
- Ability to handle multiple tasks and to work independently with minimal supervision
- Excellent organizational skills
- Dependable, flexible

DIGITAL MEDIA INTERN

Assist WMHT's Digital Media department with updating WMHT's digital properties including websites and social media.

Responsibilities include gathering promotional information from various sources, prepping files for web, research, editing text and photos, and creating graphics for social media.

Qualifications:

- Academic or work experience in web editing, design and/or communications
- Knowledge of basic web editing and design principles
- Familiarity with SEO and Google Analytics
- Enthusiastic about digital media
- Creative and social media savvy
- Ability to handle multiple tasks and to work independently with minimal supervision
- Excellent organizational skills
- Dependable, flexible

