DCTV's CAREER DEVELOPMENT INTERNSHIP PROGRAM

PURPOSE

The purpose of DCTV's Internship Program is to provide students with work experience that complements their formal education. DCTV is committed to partnering with educational institutions that will attract qualified candidates to DCTV, giving college students the opportunity to further develop professional and practical skills in various areas. Internships are available in the following areas:

- Media/Broadcast Television Production
- Outreach - Public Relations and Membership

INTERNSHIP DESCRIPTION

Interns will receive hands on training in various capacities, have the opportunity to work with different departments and will be scheduled for 15- 20 hours per week, which could include evenings and Saturdays. All interns will be expected to assist in day-to-day administrative functions, i.e. answering phones, providing outstanding customer service to members, copying, and other duties as assigned.

Areas of Work

1. **Media/Broadcast Television Production**

- Crew various DCTV productions (field, studio and FCP editing)
- Assist with equipment and facilities check-out to members
- Provide instruction assistance and technical support in training classes
- Produce, shoot, write, edit, direct original content for DCTV's channels
- Encode and dub programs

2. **Outreach-- Public Relations and Membership**

- Assist membership coordinator with maintaining member records
- Assist department with social media outreach and managing analytics
- Assist with content development and layout of DCTV's monthly newsletter
- Design visually compelling displays/graphics promoting DCTV
- Build media lists
- Pitch and monitor media
- Write press materials and marketing collateral
- File membership correspondences
- Assist with event logistics and execution
- Create and compile briefing materials for meetings with potential partners and sponsors

Internship Sessions - DCTV facilitates 3 internship sessions throughout the year.

1. Spring Semester – February through May
2. Summer Break – June through August
3. Fall Semester – September through December

QUALIFICATIONS

The intern positions will be awarded to a college/university junior or senior that is studying broadcasting-related programs, such as mass media, communications, journalism, business, sales, marketing, graphic design, and advertising, or to a student enrolled in a professional broadcasting school certified by the university. Special execption for gradutes will be considered.

In order to qualify for the intern program, applicants must meet the following conditions:

- Enrolled and in good standing at a college, university, or professional broadcast school
- GPA of 2.75 or higher on a 4.0 scale
- Comfortable working in a Mac environment
- Excellent oral, writing and editing skills
- Highly motivated, enthusiastic and eager to learn

EXPERIENCE GAINED

- Hands on training in various areas
- Realistic perspective of the working world
- Marketable work experience
- Make valuable business contacts
- Leadership development
- Portfolio development

ALL INTERNSHIP RESUMES, COVER LETTERS & WORK SAMPLES SHOULD BE SENT TO: training@dctv.org

IN THE SUBJECT LINE, PLEASE INCLUDE ONE OF THE FOLLOWING: "MEDIA/BROADCAST TELEVISION PRODUCTION"INTERN APPLICANT" OR "OUTREACH-PUBLIC RELATIONS AND MEMBERSHIP"APPLICANT"