

## **Programming Department Internships**

Do you want to decide what goes on TV? Get hands on experience working with the Programming Department? This is a call for volunteers and interns to assist the programming team as it continues to develop and acquire distinctive programs for the station.

### **Learning Opportunities:**

- Training on custom programming evaluation software
- Industry standards training (evaluation of video, audio standards as well as FCC regulations).
- Additional television specific software application training such as the ProTrack
- Experience in Public Television Programming Department
- Familiarity with Public Television station operations
- College credit for undergraduate students

### **Responsibilities Include:**

- Screen programs for on-air broadcast
- Program research
- Contact potential programming sources
- Viewer Relations
- Paper Editing / possible video editing *if you have Final Cut Pro experience*
- Filing and Copying
- Maintenance of contracts and PR materials
- Assistance to Production department as needed

### **Skills/Qualities Preferred:**

- Internet research skills
- Strong writing skills
- Familiarity with Microsoft Office: Word and Excel
- Attention to detail
- Takes the initiative
- Resourcefulness and flexibility

### **Experience:**

- A background in television, communications, video/multi-media production, liberal arts preferred

**Hours needed: 20 hours a week minimum. Two consecutive days preferred.**

**Please E-mail Resume to: [jkegelman@mindtv.org](mailto:jkegelman@mindtv.org)**

Or Fax resume to: 215-483-6908

**Or send resume and cover letter to:**

Internship Program  
Independence Media | MiND TV  
8200 Ridge Avenue  
Philadelphia, PA 19128

*NO PHONE CALLS, PLEASE!*