POSITION: Production Intern

PRIMARY OBJECTIVE: The production intern is responsible for assisting all departments within WYCC but primarily will assist our production team in our on-going studio program tapings that include: “In The Loop”, “Buddy Guy’s Legends”, “Musicology”, "The Professors"; “Justice and Law”; Town Hall meetings; pledge breaks; promos and station IDs. Students will also support our Membership and Interactive departments as needed.

We’re looking for students with strong interest in broadcast production, creative writing, digital media, graphic arts (2D/3D design), and business marketing. A commitment of 15-20 hours per week (for 16 weeks) is required. This is a non-paying internship opportunity for college credit.

DUTIES & RESPONSIBILITIES:

Pre-production:
- Content, vendor and archival research including booking interviews

Production:
- Assist producers with scheduling, logistics and transcribing on-camera interviews

Post-Production Support in the following areas:
- Transcription
- Photoshop editing
- Locating b-roll for various projects and logging archival footage as requested
- Capturing footage into AVID non-linear editing system

In addition, our interns assist our membership department with various clerical assignments such as copying, filing, and shredding as well as prepping materials for off-site promotional events.

QUALIFICATIONS:
1. Enrolled as a full-time college student in a course of study related to communications; English; journalism; web development or business marketing. General knowledge of all aspects of production such as writing, camera operation, studio production and editing is required.
2. Strong organization, communication and computer skills with professional demeanor.
3. Familiarity with MS Office, copy and fax machines.
4. Must be able to multi-task.
5. Able to communicate with a diverse audience and represent WYCC in a professional manner, both online and at events.
6. Willingness to comply with FCC and PBS regulations and best practices.

WYCC Interns are required to submit to and pass a drug test and background check. The City Colleges of Chicago is an equal opportunity/affirmative action employer.
Three Strikes’ Rule

In hopes of maintaining a professional atmosphere as well as training our students to become reliable and dependable, we have implemented the Three Strikes’ Rule. Please understand that this rule is not in any way a reflection of the real world, since second chances usually don’t happen.

This pertains to scheduling/cancellation issues as well as Professional conduct and appearance.

If you are scheduled to attend a production and…
- You don’t show up…at all!
- You arrive late!
- You call without an adequate amount of notice (i.e. 1 day)
- You leave early without adequate notification
- You do not perform your duties in a professional manner(i.e. no sleeping)
- You are not dressed appropriately
- You draw any type of negative attention, which is noted and brought to Ms. Reed’s attention by a WYCC staff/crew member

…you will gain a STRIKE!

**STRIKE ONE!**
- Ms. Reed will call you, or meet with you and discuss what caused the strike and what can be done to avoid a second strike.

**STRIKE TWO!**
- Ms. Reed will call and schedule a meeting with you and the Director of Media Communications, to discuss the ramifications of this second strike. During this meeting, your status of a student PA will be discussed as well.

**STRIKE THREE AND YOU’RE OUT!!**
- You will be dropped from the student PA program for the remainder of the semester. You can try again the next semester if you wish.

Please understand that this rule exists to encourage professionalism from our students PAs and grow familiar with professional work ethics and practices. We don’t want you to leave our program with an understanding that the above practices are acceptable in the professional world.

If you have any questions or concerns, please let us know.
Agreement Form

Name: ___________________________  Date: _________

Phone: (___) ______________________ ocell  ohome  owork

Emergency Contact: ________________________________
Relation: ______________________  Home #: __________
Cell #: _______________________  Work #: __________

I have read the Intern job description and I understand the “Three Strikes Rule.” I further understand what is expected of me as a production intern at WYCC PBS Chicago, and agree to ask any questions in the future, if my role becomes unclear to me. I agree to perform all of the duties that were explained to me during the interview. I understand that if I do not abide by the procedures and duties that I’ve agreed to, that I will no longer be asked to assist WYCC as a production intern.

Intern Signature: ________________________________

Date: _________________