Dear Student,

We are pleased that you have expressed interest in WVIA Public Media's professional internship program. Applicants should have a strong interest in gaining hands-on experience at WVIA, the area's public broadcasting leader in arts, entertainment and information.

WVIA Public Media is dedicated to entertaining, educating and informing its audience with programs that spotlight: citizenship, partnership, cultural development, heritage, environmental and political issues *via* quality locally produced programming.

Television, Radio and the Internet are the dominant media in modern society, powerful forces in molding how people think, feel, and act. The main objective of this internship is for the students to gain a working knowledge and familiarity with the power and potential of these mediums, and to learn how to use them responsibly to effect positive and powerful change in American society.

Students must be enrolled in an accredited college or university. Intern applicants must be of junior, senior or graduate level standing and meet all eligibility requirements set forth by their university. Sophomore students with a demonstrated extra-curricular or academic production background will also be considered on an individual basis. Said institution must approve internship and the student must receive academic credits for the internship. All WVIA internships are unpaid positions.

WVIA Public Media offers a wide selection of internships every semester. Our internships are extremely hands-on… you can mold it to what you want to do! We need interns who can write creatively, are detail oriented, can meet deadlines in a fast-paced environment, have good organizational skills, can communicate effectively, and are willing to dive right in and help out!

We hope the information in this packet will answer some of your questions about our available internships and what we have to offer. Internships in many of our departments are limited, so I encourage you to submit your application as early as possible. If you wish to apply to our internship program, you may complete and return the application included in this packet, or you can visit our website at www.wvia.org/about/intern.

Again, thank you for your interest in the **WVIA Public Media Internship Program**. If you have any questions, please contact Sarah Marie Polk, Internship Coordinator at (570) 602-1162 or by email at sarahmariepolk@wvia.org.

Best Wishes,

Tom Currá
WVIA - President & Chief Executive Officer

Who is WVIA Public Media?

A brief overview of the public broadcasting service….

PBS in brief, is a private, nonprofit corporation whose members are America's public TV and radio stations. PBS was founded in 1969 and provides quality TV programming and related services to 349 noncommercial stations serving all 50 states, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa. The public TV audience reflects the demographic composition of the United States. There are eight public broadcasting stations in Pennsylvania. WVIA is one of them.

The public television mission….

PBS's Children's Programming is free, universal, and noncommercial. Only PBS makes nonviolent, educational programming available to youngsters in virtually every American household, regardless of income. PBS children's programs are commercial-free and do not seek to sell anything to young viewers except the fun and excitement of learning!

Violence, on television and in our society, is an abiding concern of PBS and its membership of noncommercial, community-based, public television stations. For three decades, as violence and exploitative programming have increasingly pervaded the media, public television has been a steadfast ally of parents and families in their effort to encourage decent and humane values. Because of its noncommercial, public-service mission, PBS is free of commercial pressures to sensationalize programs in order to attract more viewers.

For more mature viewers, PBS recognizes that the responsible treatment of important issues sometimes will justify the inclusion of sensitive material. Such material is only included to the extent necessary for an understanding of the subject matter at hand; gratuitous violence and the sensational treatment of a topic are not features of PBS programming.

Our history/beginnings….

In 1966, the prospects for the quality of life in Northeastern Pennsylvania and the Central Susquehanna Valley became a little brighter. That's when WVIA TV44 went on the air. A few years later, in 1973, WVIA FM hit the radio airwaves. In the beginning, perhaps not too many people noticed, but now, with the dawn of the new millennium, WVIA TV and FM have become among the brightest jewels in the crown of public broadcasting, and play important parts in the lives of so many people of all ages. We invite you to take the time to explore our web site www.wvia.org, because our future is even more exciting.

WVIA Public Media Internship Opportunities

*All interns will be required to fulfill administrative duties as needed throughout the station in various departments and may also be expected to participate in at least one weeknight, live on-air production. Throughout the internship, interns will have the opportunity to participate in all technical functions and administrative roles as associated with WVIA Public Media. *This is an excellent opportunity to network with professionals in the field and to gain experience in television/radio production and non-profit development.**

Documentary Film Production:

Interns will assist award-winning staff producers in field production, camera, lighting, organization and editing/post production of various documentary productions.
CONTACT: Ben Payavis, Vice President of VIA Studios Global & WVIA Production (570) 602-1129 or benpayavis@wvia.org

Local TV / Live Control Room Production:

Intern works with the production team during live and taped TV shows. Duties rotate among directing, audio board, studio set-up, floor managing, lighting, studio camera, graphics generator, linear and non-linear editing, and videotape operations. Other opportunities include working with live on-air auctions, and special events such as pledge drives and fund raisers. Applicants must have some knowledge of TV studio production. Day and evening hours available for this position.
CONTACT: Ben Payavis, Vice President of VIA Studios Global & WVIA Production (570) 602-1129 or benpayavis@wvia.org

On Air Promotion:

Interns will have the opportunity to gain experience and work with WVIA Public Media's award-winning promotions department. They will assist in all phases of promotion production; from concept design through completion. They will be involved with EFP and studio production including a variety of duties such as shooting, non-linear editing, graphics creation, lighting, audio, and script writing to name a few. Applicants must be at least a college junior, majoring in a TV related curriculum. There are a limited number of positions available for this internship.
CONTACT: Ben Payavis, Vice President of VIA Studios Global & WVIA Production (570) 602-1129 or benpayavis@wvia.org

Management/Administration:

Interns in this position work conjunctively with the Public Relations area of Corporate Communications and the Vice Presidents of Television and Radio production. Contribute to weekly production meetings, assist with the preplanning and producing of televised events, field questions regarding viewer call-in line, internet based research, general office duties (answering phones, filing production contracts, etc.)

Accounting:
Accounting intern will focus on detailing allotted budget, retrieving program data for the program guide, and using spreadsheet programs. Preference will be given to an accounting student who is at the senior or graduate level and has a solid understanding of budgeting procedures.

Engineering:
Candidates for internship in the engineering department should have an interest in both electronics and Information Technologies. Duties will include assisting the engineering department in both broadcast operations and engineering and will include some evening work particularly for the many live productions the station does.

Media and Education:
Intern will provide assistance to the Education Director in the following areas: K-12 outreach, writing letters, giving tours of the station, and assisting with all aspects and events included in the WVIA Educational Improvement Program.

Radio News:
Intern works with air staff gathering regional news, writing copy, recording and editing phone interviews, and attending news conferences. Applicant should have college course experience in journalism and audio editing. Preference given to candidates that are currently or have previously been involved in their university radio station. Daytime hours available, with occasional evening and weekend hours optional.

Radio Production:
Intern works with air staff on a variety of projects, including recording concerts and other events both in the studio and on location, editing audio, maintaining CD library, etc. Applicant should have college course experience in audio editing. Availability for some evening and weekend hours is important for this position.

Public Relations:
Successful candidate for this position must possess excellent oral and written communication skills in addition to critical thinking skills. Pleasant phone personality and the ability to create “win-win” situations is a must. Duties include: contacting media and universities, conducting web-based research, assisting with special events and local productions. Experience with social media platforms (Facebook, Twitter, etc.) is a plus.

Graphic Design:
Intern will assist in the creation of promotional materials for WVIA, and the design and production of print materials for special events. Preference will be given to a graphic design student who has experience in PhotoShop, Illustrator and Quark Xpress.

Major Gifts and Membership:
Intern will have the opportunity to gain hands-on experience in customer service, direct mail and prospect management, volunteer solicitation, matching gifts, on-air pledge drives, premium gifts management and coordination of special events.

WVIA Public Media Internship Schedule

Internships are available on a rolling basis during the fall, spring and summer semesters. Although consideration is given to all applicants, students are encouraged to apply early to ensure participation in their preferred department(s). All applications received prior to a deadline will be given equal consideration. Applications received after a deadline will be considered on a space-available basis.

Fall Semester	Apply May 1 – Aug 1	Deadline Aug 1
Spring Semester	Apply Oct 1 – Dec 1	Deadline Dec 1
Summer Semester	Apply Feb 1 – May 1	Deadline May 1

Administrative internships can be scheduled concurrently with the student's school calendar, with provisions made for time off for spring break or similar vacation interruptions. Scheduling is worked out to the mutual satisfaction of the student and the WVIA Internship Supervisor.

Miscellaneous Information

- All WVIA Public Media internships must be for college credit.
- Interns receive no pay or stipend.
- Internships will be tailor-made and customized to suit the student's interests.
- Interns are given a benchmark evaluation to ensure their satisfaction with their internship experience.
- Interns must arrange their own housing and they must possess a valid driver's license with reliable transportation.
- Internships are made available to students as learning experiences only; no offer of employment is intended or implied.

Helpful Hints

We would like your internship application process to go as smoothly as possible. Please review the following tips to help you better prepare for your internship interview.

Resumes

A resume is *not* everything that you have ever done. An internship resume highlights your academic preparation, activities and, if applicable, related experience. Individual taste determines the format of each resume, but all resumes should be error-free, organized, consistent and honest.

Selecting a position….

Review the list of placements included in this packet. Research the different areas that interest you. Discuss potential placements with your faculty director and WVIA. Ask questions in your initial meeting with the potential supervisor concerning: responsibilities, deadlines, stress, work space, flexibility of projects, etc.

Your interview….

Being nervous at the first meeting with your supervisor is normal; in fact, a little extra adrenaline often makes you perform better. However, there are some things to help you make the best impression:

1. Dress appropriately. Professional clothing is a must.
2. Do not wear perfume or strong cologne. Many people are allergic to perfumes.
3. Take only what you will need during the interview. Carrying a bulky purse or briefcase or notebook, and in some cases, a portfolio- makes you look overburdened and unorganized. You should only carry a small notebook in case you need to write down information.
4. Before you meet with WVIA TV/FM personnel, look at the calendar and decide upon the best starting and ending dates and hours for you. If you know you will need to be absent from the internship on a certain date or time, keep that time in mind to notify the supervisor.
5. Assume a formal demeanor. Sit straight. Maintain eye contact, and shake hands if offered.
6. Listen carefully. Ask questions if you do not understand what is being described. Asking questions is the best way to discover if the station fits your expectations for the internship.
7. Discuss and agree upon a starting date, time and work schedule.
8. Be certain to arrive on time or five minutes early for your interview.

How to Apply

Submit these items by the deadline date:

1. **Current Resume**
2. **Cover letter stating your interest in the internship and what you hope to accomplish. (optional, but strongly recommended)**
3. **Internship Application Form**

And mail to:

Sarah Marie Polk
Re: Internship Application
100 WVIA Way
Pittston, PA 18640

You can also submit your application electronically via the internet by emailing the above materials to sarahmariepolk@wvia.org.

Upon acceptance into the internship program (at your interview) you may be asked to sign and complete a number of forms including Emergency Contact, Driver Information, Student Identification, Expectations Agreement, and a Confidentiality Agreement.

Please bring the names and information of (2) emergency contacts as well as a valid driver's license and student ID.

WVIA Public Media Internship Application

Applicant's Name	School
Applicant's Present Address	Phone Number and email address
Applicant's Permanent Address	Declared Major
Semester you are applying for: ☐ Fall ☐ Spring ☐ Summer	Standing (during semester you intend to intern) ☐ Graduate Student ☐ Senior ☐ Junior
Type of internship (Indicate which internship(s) you are applying for) 1. 2.	Date Available Graduation Date

COURSE CREDIT VERIFICATION
(Obtain a signature of a school representative to verify that you will be receiving course credit for this internship)

_____
Signature of School Representative and Title

APPLICANT SIGNATURE

I affirm that this information is true and correct, and understand that any deliberate misrepresentation could result in my dismissal from the WVIA Public Media internship program.

_____
Applicant's Signature Date