**One Detroit Production Intern**

# Who We Are:

WTVS Detroit Public Television (DPTV) is the viewer-supported PBS member station serving the nation's 11th largest television market. We operate Channels 56.1, 56.2 and 56.3, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Public Schools. Our vision is to educate, entertain and inspire, in partnership with our community.

DPTV is notably active in the community producing [local programs](http://www.dptv.org/programs/programs-a-to-z/) that showcase arts, culture, news and analysis; and [educational outreach campaigns](http://www.dptv.org/education/) that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. We are committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment. We strive to maintain a diverse workplace representing the communities that we serve.

We are actively pursuing dynamic and diverse team members to join us in the role of Production Intern in Detroit, MI.

**What You’ll Do:**

The Production Intern will support the Detroit Bureau staff in all phases of a project: pre-production, production, post-production and social media engagement. Interns will get practical and realistic experience as a production assistant.

**Essential Functions:**

* Perform research regarding production related content, logistics and locations.
* Book guests to include talent for productions and occasionally audience members for live taping.
* Go on location field shoots (Electronic Field Production) to provide production assistance to Producer and Field Directors related to location, media storage logging and labeling.
* Log and organize media, create proxies, and prep footage for archiving.
* Write scripts for local productions, promotional announcements, online and social media.
* Assist in producing social media and blog posts.
* Observe edit sessions with opportunities to produce and learn editing techniques.
* Assist in event facilitation including: audience and guest reception, venue relations and ticketing.
* Other duties as assigned.

**Skills:**

* Excellent oral, written, and organizational skills
* Familiarity with Microsoft Word, Excel, Outlook, Adobe Premiere Pro and Media Encoder
* Excellent online research skills
* General sense of administrative management

Familiarity with television production preferred

**Qualifications:**

* Enrollment in a university or vocational tech training program or recent graduate
* Pursuing broadcasting, film, video production, telecommunications, communications/journalism, or business/marketing degree preferred
* Ability and willingness to work approximately 20 hours per week, minimum 3 day

**What You’ll Get:**

* Opportunities to participate in personal and professional development programs.
* Opportunities to serve our mission and community.
* Great work environment.

**Outcomes:**

At the conclusion of the internship, the intern will be able to:

* Media manage
* Gain familiarity with editing process/video prost production
* Understand video formats for television, online and mobile platforms
* Conceptualize, research, and pre-production of programs
* Prepare studio production materials including: rundowns, scripts, and equipment requirements
* Prepare promotional/community outreach elements

**Intern applicants must be currently enrolled at a college or university, or have recently (within past 6 months) graduated with a relevant degree.  The internship program is unpaid and focused on education and training.**

**How to Apply:**

Send resume and cover letter to:

[HumanResources@dptv.org](mailto:HumanResources@dptv.org)

**Human Resources  
WTVS Detroit Public Television  
1 Clover Court  
Wixom, MI 48393-2247**

\*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

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Detroit Educational Television Foundation, d/b/a Detroit Public Television and WRCJ FM 90.0, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities.  The specific statements above are not intended to be all inclusive.