

Status: Internship

Reports to: Senior Director / Storytelling and Radio Programming

Availability: Spring 2020

Duration and Hours: 12 weeks, up to 20 hours per week.

Summary

Talk Show Production interns assist CT Public Radio producers in the development of our flagship WNPR shows. *Where We Live*, *The Wheelhouse* and *The Colin McEnroe Show* are original talk programs produced by CT Public Radio. These shows are interactive, combining interviews, listener call-ins, email, and social media. Topics range from current events, politics, social trends, and the arts.

CT Public Radio provides training in website production, audio production, radio continuity, and remote recording. Interns can expect to observe and take part in live and taped broadcasts. As the internship progresses, training in news production, feature writing and show production is also possible.

- Internships last 12 weeks.
- Interns can expect to work up to 20 hours per week. Individual scheduling and days/times of work will be negotiated with the applicable Manager. (*Note:* Undergrads requiring 126 hours for course credit may work an additional 6 hours during their internship.)
- Interns are paid \$11.00 per hour in accordance with Connecticut Wage and Hour law. All interns must complete Timecards.
- Interns are required to attend a Newcomer's Orientation, scheduled on their first day.

Essential Functions

- Assist with screening phone calls during live broadcasts of *Where We Live* and *The Colin McEnroe Show*.
- Conduct research on show topics and share content online.
- Craft questions and write up interviews.
- Act as first point of contact for guests.
- Assist with, and gather, "person on the street" interviews for produced show segments.
- Attend regular show planning meetings and support the generation of show ideas.
- Produce on-air, taped, and online story content.
- Support the administrative and technical show needs.
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Public radio mission and mission of CT Public.
- News and current affairs with a focus on local community.

Skill in:

- Adobe programs and/or other video & audio editing software.
- Self-starting, organization, and working independently.
- Research and have strong written and oral communication skills.
- Social media and website editing.
- Juggling multiple tasks with accuracy and efficiency and work well with all staff.
- Working under deadline pressure.
- Microsoft programs, including Excel, Outlook and Word and intermediate computer skills.
- Interpersonal and/or telephone skills.

Ability to:

- Learn basics of radio production.
- Report and tell diverse stories.
- Arrive at work when scheduled.

- Be a creative thinker who is resourceful and motivated.
- Respond to feedback and editorial direction.
- Superior attention-to-detail
- Be creative, original, and have a desire to learn.

Candidates should be pursuing a career or course of study related to Communications or Journalism, however, other majors and interests are always considered. A personal vehicle is preferred, or familiarity with public transit systems.

To apply, visit ctpublic.org/internships

For additional information or questions, please contact internships@ctpublic.org