



Status: Internship

Reports to: Host / Morning Edition

Availability: Spring 2020

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

Summary

The Integrity in News Internship offers a chance for real-world experience in a busy morning radio newsroom. We're looking for sharp, creative applications with excellent writing skills and an interest in audio journalism, and public affairs. Interns will work alongside CT Public Radio's experienced reporters and editors who aim to provide listeners with fair, unbiased, accurate, complete and honest reporting. Interns learn how to write for broadcast; record, edit and mix audio; accompany CT Public Radio reporters on field assignments; observe and participate in daily news meetings; deliver content on tight deadlines; and assist anchors in producing newscasts. Advanced interns may be asked to attend news conferences, collect audio and/or conduct interviews in the field, or report, voice and mix stories for broadcast. There is daily coordination with the Manager of Digital Content as well as news and talk show production staff.

The Integrity in News Internship is only available for students at Gateway Community College.

- 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

- Write for news broadcasts and prepare news stories for the web.
- Conduct research on show topics and share content online.
- Record, edit, and mix audio.
- Accompany and assist reporters on news assignments.
- Observe news meetings.
- Assist news anchors to produce newscasts.
- Collect audio and/ or conduct interviews.
- Research or produce visual or social media assets for web.
- 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