



## WCTV-14 INTERNSHIP PROGRAM

Wethersfield Community Television

30 Greenfield Street, Wethersfield, CT. 06109

Email: [wethtv@wctv14.com](mailto:wethtv@wctv14.com) Website: [www.wctv14.com](http://www.wctv14.com)

The internship program at WCTV-14 is a hands-on, real-world experience to help educate future industry professionals. The ideal candidate is moderately experienced in video production, organized and detail oriented with a good work ethic and a willingness to learn. WCTV is seeking interns that can begin working without significant training. WCTV was incorporated in 1984 and has been serving the community of Wethersfield for forty years with great programming, volunteers, and free public access.

### Eligibility Requirements

- Enrolled college students either community college or four-year college/university
- *Preferred* major in: Mass Communications, Video Production, TV/Video/Radio, or Marketing
- Good written and verbal communication skills
- Work independently and as part of a team. Works well with people and the general public.
- Must be ambitious and can communicate with all age groups

### Expectations for WCTV Interns

- Make a three-month commitment, unless otherwise arranged
- Work an average of 3-5 hours per week unless more is required from your school.
- Knowledge of nonlinear editing software
- Some basic knowledge of Tri-caster taping equipment, Podcasting, Dropbox
- Familiarity with social media platforms- Instagram, Facebook, Snapchat, Twitter, YouTube
- Have good people skills and willing to help in all aspects of running a public access studio

### Responsibilities/Outcomes include:

- Use production skills, including directing, operating a camera, editing, and mixing audio, to create content for WCTV's channels and social media.
- Assist in studio and on-location production as needed.
- Work collaboratively with staff to develop, plan, and schedule video productions.
- Learn and operate all field and studio equipment as well as be available for on location shoots
- Assist volunteers and Community Groups in their Productions
- Help re-build and maintain the Community Bulletin Board
- Make DVD Copies of the Programs as requested.
- Create graphics for Shows
- **Create an Original Special, Show or Podcast-A required outcome**
- Shoot and edit programs in a timely manner using Adobe Premiere or Final Cut Pro
- Website design, updating, and uploading videos
- Publicize upcoming shows and events as well as advertise previously created series
- Reach out to community through local newspapers and online forums to draw in volunteers
- Upload edited videos to Telvue (our scheduling system), our YouTube channel and website
- A Certificate of Successful Completion will be provided at the end

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**Application:** Email completed application to [wethtv@wctv14.com](mailto:wethtv@wctv14.com), along with any completed video project you wish to share. Applications are on a rolling submission.

**Compensation:** This is an unpaid internship; it is a credit and/or volunteer program for students with basic equipment experience. We office open office hours with a flexible schedule.

**Outcomes:** Outlined under Responsibilities. A certificate of successful completion will be provided at the end of the internship. It is the student's responsibility to keep track of hours worked to meet any requirements by their school, which will be reviewed by WCTV14 and signed-off on if required.

**Internship Acceptance:** Upon receipt of a completed application, WCTV14 will review and discuss with its board of directors and will provide a decision to applicant via email notification within thirty days. Applicants can send inquires regarding the status to the following individuals.

### Internship Contact Information:

Eileen Beaulieu, Board Secretary  
Office: 860-500-7183  
Email: [wethtv@wctv14.com](mailto:wethtv@wctv14.com)  
Call/Text: 860-335-2755

### Benefits of Interning at WCTV

- Will create a demo reel for the interns' prospective employers
- Real world, hands-on experience
- Access to professional, full-service facility and state of the art equipment
- Learn valuable skills such as:
  - Production skills
  - Television techniques
  - How to publicize events & shows
  - How to edit using Adobe Premiere and Final Cut Pro
  - Use of television production equipment
  - Podcasting
- Friendly work environment
- Gain valuable work experience that complements your educational goals, while developing the skills you need to pursue employment in broadcast media and communications industries.
- Value-Add to LinkedIn profile



## WCTV-14 INTERNSHIP APPLICATION

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Email: wethtv@wctv14.com On-line: www.wctv14.com

First Name	Last Name	Today's Date
Address	City State	
Email address		Cell phone number
Are you a college student? <input type="radio"/> Yes <input type="radio"/> No		
School Name		Grade
Does your school have any specific requirements for participating in an internship program that we should be aware of, if yes, provide details?		
Do you have production experience? <input type="radio"/> Yes <input type="radio"/> No If yes, describe your experience.		
Please describe your video, computer software, editing and other relevant experience.		
What do you hope to gain from this experience?		
When do you wish to start?	Best way to reach you?	
<b>Student Signature:</b>		<b>Date:</b>