

## Internship Application

318 Central Ave. Albany, NY 12206

(518) 465-5233 x111

www.wamc.org

**Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

Which field would your internship be in?

\_\_\_ Newsroom (please submit a writing sample)

\_\_\_ The Roundtable (please submit a writing sample)

\_\_\_ The Linda: WAMC's Performance Art Studio (please submit a writing sample)

\_\_\_ Digital Media (please submit a writing sample)

\_\_\_ Marketing, Sales & PR (please submit a writing sample)

\_\_\_ Administrative, Fundraising & Development (please submit a writing sample)

\_\_\_ Programming/Outreach (please submit a writing sample)

Session: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Winter Intersession

Start Date: \_\_\_\_\_

How many hours per week? \_\_\_\_\_

How many credits would you receive? \_\_\_\_\_

Please attach a résumé and cover letter stating your intent and what skills you possess for your prospective internship. As noted above, internships require a writing sample with the application. All internships are at the main studios in Albany, NY.

### Newsroom:

Newsroom interns focus on regional news. They work with the newsroom staff on daily features in a high pressure, exciting environment. As production assistants, they will learn to research and write new stories, conduct and tape interviews, tape phone feeds, and learn to use production equipment. Newsroom internships are highly competitive.

### The Roundtable:

The Roundtable is WAMC's daily arts, news, and culture program, featuring host Joe Donahue. You will work with the Roundtable's producer to research and edit segments, book future interviews, produce live on-location broadcasts, and answer listener questions. While there are additional administrative tasks associated with the Roundtable, this is a fast paced, hands-on internship.

### The Linda - WAMC's Performing Arts Studio:

WAMC's live studio and entertainment/cultural venue. Assist the General Manager in event administration including administrative work, customer service, event set-up/breakdown, and

special projects, as assigned. Must have excellent verbal, written, and organization skills, reliable transportation, a can-do attitude, and the ability to work nights/weekends.

**Digital Media:**

Work with the digital media department in graphic design for print and digital purposes as well as web design, web development and social media marketing. Get even more familiar with social media platforms, social media ads, and have a working knowledge of Adobe Creative Suite programs. A working knowledge of web design and WordPress development preferred. Gain professional experience and a variety of portfolio-worthy projects that will demonstrate their ability to use design, web development and digital marketing. Please submit portfolio images or link to a design portfolio.

**Marketing, Sales & PR:**

Learn a wide variety of skills that involve the creative and hands-on learning of sales, media tools, and public relations. This internship involves managing the components of all collateral sales tools, use of database marketing, assisting the sales representatives to prospect and increase station business. Be involved in all new projects from start to finish, lay-out and ad design, writing of press releases and implementation of your own creative ideas; a truly hands on experience.

**Administrative, Fundraising & Development:**

Interns will work with staff to prepare promotional copy for on-air use during our tri-annual fund drives. This primarily comprises researching regional businesses for marketing details, and writing creative descriptions of Fund Drive thank you gifts. Other duties may be required including: writing articles or press releases; entering program listings into the computer; assisting in the coordination of volunteer activities; assisting with the marketing of WAMC National Productions; working with program guide staff; and, ascertaining community needs. Interns will need interpersonal skills as they will be making phone calls to members and donors, and will learn how to write for radio on-air promotions.

**Programming/Outreach:**

Interns will work closely with the Program Director on the overall promotion of WAMC's National Production shows by learning what it takes to facilitate and produce effective shows and show content. Interns will assist in building our annual ascertainment survey, help screen calls for our daily talk show Vox Pop and help with the overall production of our National shows. Programming interns will also learn how to write program guides, put together special programming playlists, and learn overall show management within public radio. Interns will also learn the importance of outreach by helping to coordinate station tours and visits.

**Note: ALL INTERNSHIPS MUST BE FOR ACADEMIC CREDIT. Students should treat internships as a professional job opening. Proper attire and resume, or completed application, are required during an interview.**

We are always looking for full-time interns, but are more than willing to work around any student's limited schedule. We will also consider designing an independent study project targeted to a student's particular area of interest.

Interested students should contact Ian Pickus at [ipick@wamc.org](mailto:ipick@wamc.org) for more information.