



WWJ-TV CBS Detroit/CW50 Detroit Internship Job Descriptions

Community Affairs/Programming Internship: This internship provides students interns the opportunity to gain experience in Community Affairs and Local Programming. Intern responsibilities may include the following activities:

- Production Assistant for our weekly Community Affairs programs
- Write scripts for weekly Community Calendars
- Write & research scripts/questions for Street Beat every other week
- Research and write community events for web sites
- Write website community content
- Possible on-camera work for PSA's or Community Affairs programs
- Production Assistant on Community Affairs EFP's (as needed)
- Write PSA's and assist with PSA production (as needed)
- Research potential topics for future programs or PSA's
- Screen National PSA's (as needed)
- Assist during station-sponsored Community Events (as needed)
- DVD dubbing (as needed)
- Assist Programming, News, Traffic, Creative Services departments as needed

There are two Community Affairs internships offered for the winter, summer, and fall terms. Interns generally work either a Monday-Wednesday-Thursday shift or a Tuesday-Thursday-Friday shift. **Interns must be available on Thursdays for studio production.** Interns interested in production/editing must be available on Friday.

News Internship: This internship provides students the opportunity to gain experience in the field of Journalism while working under the supervision of our News Producers and Director for "First Forecast Mornings". Intern responsibilities may include the following activities:

- Script writing
- Teleprompter operation
- Field Producing
- Printing and delivering scripts
- Pre-production for next day's show
- Other duties as assigned by management.

WWJ-TV / CW50 is looking for a self-motivated intern to work on the First Forecast Mornings team. The ideal candidate should be a strong writer who's willing to do whatever it takes to get the job done. Previous experience in local news is a plus but is not necessary. **Interns selected for this internship must be available to work early morning and overnight hours.**

Sales & Marketing Internship: This internship provides students the opportunity to gain experience related to Sales/Marketing in the television broadcasting arena. Interns will have the opportunity to be involved in the following activities:

- Assist the sales staff by gathering and organizing sales leads from various media sources.
- Assist in coordinating marketing projects like on-air and online contests, casting calls, and other special events.
- Participate in scheduled marketing events as well as creative brainstorming sessions for new sales/marketing opportunities.
- The intern may also be given the opportunity to observe or assist with commercial production projects.
- He/she may be given the opportunity to work on the creation of sales or marketing materials for the sales staff.
- The Sales/Marketing Intern will also be responsible for researching information for the Sales/Marketing Departments.
- May have the opportunity to be involved in some commercial, promotional script writing.

Must be proficient using MS Office applications. Experience using Adobe Photoshop is a plus. **Hours will include some weekends and evenings in order to organize and participate in off-site events.**

Creative Services Internship: Student interns participating in this internship will have the opportunity to be involved in the following activities related to Creative Services:

- Editing (topicals), station IDs and other on-air/web materials as assigned
- Shooting/assisting production of community affairs programming (both in studio and out in the field)
- Assisting in CS shoots (production assistant, pre-production, talent releases, etc. as well as casting call assistance)
- Shooting, writing, editing web diaries of station events
- Organizing/updating film and music/sfx libraries (including logs for existing tapes with no current content identification)
- Organizing syndicated programming tapes/topical feed tapes back in storage area
- Web posting updates (with guidance)
- Outside station events staffing/booth set-up (especially for spring/summer interns)
- Organizing and maintenance of the prize closet
- Other duties as they arise.

Resumes are accepted online only. Please visit our websites at <http://detroit.cbslocal.com/wwj-tv-internships> and/or <http://cwdetroit.cbslocal.com/internships> to apply through the online CBS Applicant Tracking System.

The WWJTV/CW50 Detroit internship program is designed for students currently enrolled at a college or university who are interested in the media business. The objective is to provide students (undergraduate and graduate) with a meaningful work experience while complimenting the educational experience. **Internships are unpaid for credit only.**

WWJTV/CW50 Detroit is an equal opportunity employer.

It is the continuing policy of WWJTV/CW50 Detroit to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, or physical or mental disability, veteran's status, marital status, or height or weight and to conform to applicable federal and state laws and regulations.