Objective
The OPB college internship program is intended to provide students with the opportunity to observe and to participate in the daily activities of a broadcast center as well as develop strong organizational and management skills.

Academic Requirement
The intern must be currently enrolled in a college-level academic course or program. Documentation that the student is receiving academic credit for the internship must be provided.

Time Commitment
The intern must be available for a minimum of 12 hours per week to participate in the internship program. A time commitment of at least 20 hours per week results in the most effective internship; however, needs may vary by department. Internship terms begin in September, January, March and June. Applicants should apply by the 1st of the month prior to the term start date. Applications must be received by Aug. 1st, Dec. 1st, Feb. 1st, and May 1st.

Each intern is required to keep a daily record of hours worked by using OPB’s electronic sign in system. Coverage under OPB’s insurance policy is contingent upon the daily completion of a time sheet.

Policies
• No applicant or intern will be discriminated against because of race, color, religion, national origin, age, sex or any other basis which is prohibited by applicable Federal, State or City law.
• All internships are unpaid positions (with the exception of the Maynard E. Orme Internship and the Jon R. Tuttle Diversity Internship.) In order to assure compliance with the Fair Labor Standards Act:
  • The internship will be similar to the training which would be given at an educational institution.
  • An intern may compete for employment openings at OPB; however, an intern will not be automatically entitled to employment with OPB upon completion of the internship.
• Starting and ending dates will be specified in advance for each internship. Internships are to last no longer than two quarters or two semesters.
• OPB reserves the right to terminate any internship at any time for any cause.
• Each intern must sign and submit to OPB the Internship Application, which states that the intern understands the guidelines of the OPB Internship Program and agrees to abide by them.

Required Application Materials
• Cover letter
• OPB internship application
• Resume
• Letters of recommendation (minimum of two). Letters of recommendation may arrive separately from the application packet via post or e-mail.
• Recent academic transcript

Internship terms begin in September, January, March and June. Applicants should apply by the 1st of the month prior to the term start date. Applications are due in hand, not post-marked, by Aug. 1st, Dec. 1st, Feb. 1st, and May 1st. Please submit all materials single-sided, with no staples. Incomplete application packets will not be considered.

Selection
Prospective interns should direct their applications to OPB Volunteer Resources. The application will be routed to the appropriate department for review. The applicant will be contacted for an interview if the applicant is eligible and if an intern position is available. If not, the application will be kept on file so the applicant may be notified of the next available opening.
Internship Descriptions

A. Production: Local/National Television
This internship involves the production of long-form television documentaries. Duties may include extensive library research, phone interviews, making setup calls, dubbing, logging and transcribing tapes, keeping a file of written releases from interviewees, researching film rights, shipping tapes, and sitting in on shoots, editing and post production. Strong writing, interviewing, research and word processing skills are necessary. Basic knowledge of TV production and web-based research helpful.

B. Production: Project Development, National Television Productions
This internship involves the creation, research, development, and writing of proposals for documentary one-offs and series, Web sites, and educational productions. Duties may include Internet and library research, phone interviews, brainstorming with project team, writing first drafts of proposals, reviewing the work of documentary filmmakers, and administrative tasks. This group does not engage in video production activities.

C. Production: Oregon Art Beat and Oregon Field Guide
Assist in the production of local programs on the arts and outdoors. Qualified interns may have the opportunity to produce, or assist in producing, a program segment. Intern must possess strong organizational and writing skills. Duties may include transcribing interviews; providing written description of video; dubbing tapes; writing promos; updating databases, promotional materials and website; and working in the field on a limited basis (may require carrying equipment); organizing show materials, maintaining database, and working in new media and/or social media. Interns will have opportunities to observe story editing and posting.

D. Production: Oregon Lens
Assist in the production of a local series designed to showcase the work of independent producers. Qualified interns will have the opportunity to help set up a creative environment to foster better working relationships between OPB and the independent producer community. Intern must possess strong organizational and writing skills. Duties may include working with a database of potential producers, production companies and schools where video production is taught. Other responsibilities may include tasks such as dubbing tapes, writing promos and promotional materials, helping with the production's website, and working in the field on a limited basis (may require carrying equipment). This is a very creative opportunity to the intern interested in all aspects of video production.

E. News
This internship involves assisting with reporting and production of OPB's daily news product. Duties include performing background research, assisting radio or online reporters in the field, conducting interviews, using digital audio editing equipment, and writing stories for broadcast or online use. Extensive course work in broadcast journalism is necessary. A typical weekly time commitment is 12 hours.

F. Radio: Think Out Loud
This internship involves assisting with the daily production of OPB Radio’s daily current affairs talk show, Think Out Loud. Duties include greeting guests, helping with last minute prep for the show, screening calls, managing the contact database, preparing background research, pre-interviewing potential guests, writing blog posts, doing show outreach, pitching show ideas and, potentially, producing entire programs. Experience in broadcast journalism, or a related field, is necessary. A typical weekly time commitment is 16 to 24 hours.

G. Production: KMHD Jazz Radio
This internship involves the creation, development, and writing of on-air material for KMHD promotions, interviews, shows and creative materials. Duties may include board operation, audio production, writing, spot production, and interview editing.

H. KMHD Jazz Radio
This internship involves assisting with daily duties at KMHD 89.1 FM. Tasks and learning experiences will include: music library maintenance, on-air host support, board operations for syndicated programs, clerical tasks, preparing materials for promotion, fund-drive assistance and more.

I. Educational Media
This internship provides opportunities to support the creation of web-based, multi-platform (video, print, web) content for teachers and students. Support encompasses pre-production research, creation of animations and other web-based content, organizing film locations and securing releases, on site filming support, and post-production editing. Strong written and oral communication skills and familiarity with some or all of the following is a plus: Word, XHTML, Photoshop, Illustrator, Filemaker, Final Cut, Flash. To see examples of Educational Media projects please view the following: http://www.learner.org/courses/mathilluminated/ and http://www.learner.org/courses/amerhistory/
J. **Volunteer Management**
This internship is in the Volunteer Resources area of the Human Resources and Administration department. Volunteer Resources is responsible for overseeing the involvement of all unpaid staff (about 2,000 volunteers, interns and work experience students). As a result, an internship would be specifically developed based on an accepted student’s skills, background and interests. An internship would involve at least one of the following:
- Research (particularly in civic engagement and other issues related to engaging the community in an organization)
- Training and development
- Program development, management, and/or evaluation

An intern will leave their experience at OPB having furthered their skills in at least one of these areas with the additional benefit of having made an impact on the organization and the community.

K. **Graphics**
Work with an energetic creative team to conceive, design, and create graphics to support radio programs, TV programs, web and other institutional needs. The intern should have a strong knowledge of design and production processes, typography, and proficiency with MAC software such as Adobe Photoshop, Illustrator and InDesign.

L. **On Air Design/Marketing**
Do you love television and visual media? Would you like to help develop the look and feel of OPB TV? This internship involves working with a team to develop on-air elements to support OPB’s branding and marketing efforts. This internship may also include work on other projects based on specific program needs and the skills of the intern applicant. Knowledge of market demographics and a strong aesthetic sense are essential! Basic knowledge of mass communications and good verbal and written skills required. Knowledge of TV production and promotion helpful. Computer literacy a must. Ability to juggle several projects at one time, work independently and lots of energy and enthusiasm are helpful!

M. **Fund Raising: Donor and Business Development**
Work with Planned Giving and Leadership Gifts Departments in stewardship and cultivation activities including producing weekly e-newsletter to donors, station tour events, acknowledgments and thank you calls. Assist in identifying and researching potential foundation, corporate and individual prospective donors. Assist in the development and implementation of cultivation and stewardship programs. Learn about all aspects of managing a development program from direct mail solicitation to donor recognition. Assist with production of special events as needed. Intern must be computer literate, familiar with Microsoft Word, Excel and Access, and a quick learner.

N. **Opb.org Web Site**
Interns will assist with online projects related to OPB.org, which also encompasses OPBNews.org, opbmusic.org and opb.org/thinkoutloud. Interns can request either a technical track and/or a content/communications/social media track. Technical projects may include assisting web developers with wireframes, site design, content management systems, formatting text and graphics, and updating web pages. Content/communications projects may include creating content, such as online audio and video, blogs, articles, and/or performing background research and assisting reporters in the field. Interns may also research and develop content and promotional plans for social networking tools such as Facebook and Twitter. Preferred skills include strong oral and written communication, familiarity with social media platforms, knowledge of Mac OS, experience with text editors, and familiarity with graphic applications such as Photoshop.

O. **Music Program**
This internship involves assisting with production of our local music stream and web content. Duties may include assisting music hosts with in-studio performances and interviews, digital audio and video editing, writing for and producing images, audio and video for the website, and organizing digital music and CDs.

Prior volunteer or student experience with music and radio required. Experience with digital audio and video editing, Photoshop, and/or digital music playback systems is preferred.
OREGON PUBLIC BROADCASTING COLLEGE INTERNSHIP APPLICATION

NAME ____________________________________________

ADDRESS ____________________________________________

_________________________________ ZIP __________________

PHONE ____________________________________________

EMAIL ____________________________________________

PERMANENT ADDRESS & PHONE (if different from above) ______________________________

____________________________________ ZIP __________________

CURRENT SCHOOL ________________________________

MAJOR ____________________________________________

ADVISOR/DEPARTMENT ________________________________

ADVISOR PHONE ________________________________

Please list any other internship experiences you have had:

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Please give a brief description of your internship goals:

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Please indicate the beginning and ending dates of the term(s) you will be available:

    FALL ________________________________
    WINTER ________________________________
    SPRING ________________________________
    SUMMER ________________________________
Please indicate which internship(s) you prefer in numerical order:

_____ Production: Local/National Television
_____ Production: Project Development, National Television Productions
_____ Production: Oregon Art Beat and Oregon Field Guide
_____ Production: Oregon Lens
_____ News
_____ Radio: Think Out Loud
_____ KMHD Jazz Radio
_____ Production: KMHD Jazz Radio
_____ Educational Media
_____ Volunteer Management
_____ Graphics
_____ On Air Design/Marketing
_____ Fundraising: Donor and Business Development
_____ OPB Web Site
_____ Music Program

If you have questions, please contact us at (503) 293-1947, or at internships@opb.org.

Return the required completed application materials:

Student Internships
Oregon Public Broadcasting
7140 SW Macadam Avenue
Portland, OR 97219-3099

*Please submit all materials single-sided, with no staples. Incomplete application packets will not be considered.*

**INTERNSHIP GUIDELINES DECLARATION**

I have read and understand the preceding guidelines for the Oregon Public Broadcasting Internship Program. Should I be selected as an intern, I agree to abide by these guidelines.

________________________________________ __________ ____________________
Signature Date