



WTTW PRODUCTION INTERNSHIP PROGRAM

Thank you for your interest in the WTTW Production Internship Program. The Program is designed to provide college students the opportunity to explore careers in the broadcasting industry while providing meaningful and practical business experience.

INFORMATION

1. WTTW offers internships year-round. Internship term is based on the academic calendar of the student's school.
2. This is an unpaid internship. Students must be earning academic credit as determined by the school.
3. During the fall, winter and spring academic terms, preference is given to students from Chicago-area schools. During the summer term, any student who will be in Chicago is welcome to apply.
4. At WTTW, labor contracts prevent interns from handling technical equipment. Students interested in gaining hands-on technical experience are advised to seek internships at stations where this work is not restricted to union employees.
5. Intern positions are available with public affairs and documentary programs including **Chicago Tonight**, a nightly current affairs and news magazine program; and **Chicago Stories**, a history and biography series.

Arts and entertainment positions are available on **Artbeat Chicago**, a weekly arts magazine series, and **Soundstage**, the PBS popular music series. For further information on specific internships, refer to Internship Descriptions and Duties on page 3. **Note: Not all positions are available every academic term.**

REQUIREMENTS

To be eligible for a WTTW internship:

1. A student must be registered as a sophomore, junior, senior or graduate student in good standing at a participating college or university. The registration must apply for the full duration of the internship.
2. The intern must receive university or college credit for participating in this program. The amount of course credit given is determined by the student's college or university, and students must comply with the school's requirements for course credit. WTTW does not require written reports or assignments, but an individual school may. Students should be fully aware of their school's internship requirements before applying for this program.

WTTW reserves the right to terminate an individual student's internship at any point for reasons such as poor attendance, misconduct or other serious problems.

APPLICATION PROCESS

All interested students should fully complete the attached application.

The application must be signed by an academic advisor or intern coordinator at the applicant's school.

Applicants may be considered for positions other than those they list as preferences on their applications.

WTTW's Intern Coordinator will review all applications and may request personal interviews with finalists. WTTW will inform the candidates and the participating school's intern coordinator of final selections.

Application Deadlines: Applications are considered throughout the year as need arises. For best consideration, candidates are urged to apply as follows:

For Fall Internships (which generally begin in August or September) apply by mid-July. (Tip: many students apply before leaving school in May/June for internships starting the following fall.)

For Winter Internships (which generally begin in January) apply by late November.

For Spring (March) Internships, apply by mid-February. (Note: because school calendars vary, there are usually fewer openings in March.)

For Summer Internships (which begin in May or June) apply by mid-April.

CONTACT: Yvonne Davis (773) 509-5541

PRODUCTION INTERNSHIP DESCRIPTIONS AND DUTIES

(Note: Not all positions are available every academic term)

Artbeat on Chicago Tonight

WTTW's nightly news and features magazine, *Chicago Tonight*, devotes several stories a week to music, dance, theater and the visual arts. These four to seven-minute segments, branded *Artbeat*, look at the people behind the creative process and tell the stories behind artistically and culturally significant happenings in the greater Chicago area. Intern duties include assisting producers with researching story ideas, field shooting and editing, transcribing field tapes, and more.

Chicago Tonight

Chicago Tonight is a multi-faceted news and current affairs program broadcast in prime time (7-8 p.m.) Monday-Friday. The program includes news analysis, interviews and other current features, film and theater reviews and commentary. It combines in-studio interviews and features with pre-produced field packages and remote live shots.

Chicago Tonight is a news program unlike any other in the local market and a unique daily format among PBS stations nationwide. This internship is a wonderful opportunity for a student interested in the significant issues of the day as well as topics that create buzz around town. Interns assist in producing a program -- doing research, greeting guests, observing journalists' news gathering in and outside the station and learning techniques of news and feature editing, writing and reporting.

Interns must be available two (2) days a week from 12:00 - 8:00pm and be able to type 30wpm accurately. Computer skills are a plus.

Chicago Stories

Chicago Stories is WTTW's series of great stories from Chicago's past. Some are full-length documentaries, others are documentary segments broadcast on Chicago Tonight. Duties and responsibilities include assisting producers on studio and field shoots, conducting archive and story research, and tape logging and transcription. Solid computer skills, good organizational ability and a good attitude are most important. Interest in Chicago history, love of documentaries, and knowledge of television production will also win you points.

Soundstage

The critically acclaimed PBS music series, **Soundstage**, is taped from WTTW11's 10,000 square foot Grainger Studio, using state of the art high-definition video equipment and digitally recorded and mixed in Dolby 5.1 surround sound.

The shows feature some of today's most significant artists including: Tom Petty, Michael McDonald, Chicago, Lucinda Williams, Tori Amos, Wilco, Sonic Youth, Lyle Lovett, Randy Newman, Amy Grant, Sheryl Crow, Lisa Marie Presley, Russell Crowe, and many more.

Intern duties include writing web content for national **Soundstage** website at pbs.org/soundstage, answering fan mail, assist producer, audience coordinator, talent wrangler, and craft service with rehearsal and taping day activities which include logging music, talent transportation, signage and seating audience.

Occasional Documentaries and Public Affairs Specials

Recent topics include recycling, gangs, school reform, race issues, aging, pollution, AIDS, as well as awards programs for excellence in teaching and children's programming. Interns will usually be exposed to a full variety of programs in production during their term but, whenever possible, will be given a primary assignment with one program and producer. Duties may include screening and logging tapes, assisting during field shoots, clerical assistance, content and audience research and general production assistance.

WTTW PRODUCTION INTERNSHIP APPLICATION

Requested Internship Period: CHECK ONE:

FALL	WINTER	SPRING	SUMMER
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Date Available toStart: _____

Credit Hours Awarded: _____

Program/Series Preferred: _____
(See Internship Description and Duties)

PERSONAL INFORMATION

Name: _____ SS#: _____

Address: _____ Phone: _____
(Present)

_____ E-Mail: _____

Address: _____ Phone: _____
(Permanent)

Date of Birth: _____ Age: _____

In Case of Emergency Notify: _____

Relationship to Student:: _____ Phone: _____

ACADEMIC INFORMATION

College/University: _____

Address: _____ Phone: _____

Major: _____ G.P.A.: _____

Year in School: _____ Grad Date: _____

(continued)

List broadcast-related courses completed to date:

List media experience, including campus radio, TV, or newspaper, summer employment in radio, TV or newspapers, etc. (or attach resume).

Please include a one-page cover letter explaining why you would like an internship at WTTW/Channel 11, what you expect to learn, and career goals that might relate to your internship experience at WTTW/Channel 11.

If you have a resume, please include it with your application.

COLLEGE/UNIVERSITY INTERNSHIP COORDINATOR

Name: _____ Phone: _____

Department: _____ Title: _____

Address: _____

Approval: _____

Signature

Date

Please make sure your Advisor or Internship Coordinator signs this form.
Send or fax your application materials to:

**Ms. Yvonne Davis
Internship Coordinator
WTTW/Channel 11
5400 North St. Louis Avenue
Chicago, Illinois 60625
Fax: (773) 509-5302**