



Internship Coordinator
WEWS
3001 Euclid Avenue
Cleveland, OH 44115



Is TELEVISION For You?

If you are interested in learning first-hand about careers in television, consider the WEWS comprehensive internship program. It is designed to provide college students with hands-on experience in one of fourteen different areas.

To QUALIFY

In order to qualify for this non-paying position, you must be enrolled in an accredited college or university and you must be able to receive credit for the internship. We are looking for students at the under-graduate and graduate levels who can work between 20 and 40 hours a week. A 40-hour work week would be ideal in terms of our being able to provide you with real-life situations on a daily basis. However, it is not mandatory that you do 40 hours a week, except during the summer months. Our internship program runs throughout the calendar year and roughly coincides with the quarter or semester system.

How To APPLY

Interviews are generally conducted in March for students interested in a summer internship, in July for students interested in a fall internship and in November for students wanting a spring internship. You should send your resume and cover letter to this address:

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Most internship areas are related to the news department, but you do not have to be a journalism or communications major to apply or be accepted for an internship at WEWS. Following are brief descriptions of the internships available. Thanks for your interest. We hope to hear from you.

NEWS INTERNSHIPS

AKRON NEWS BUREAU

This internship is geared toward students attending school or living in the Akron area. It involves working at the assignment desk in Akron. Responsibilities are similar to those for the news assignment desk position, except more responsibilities are involved since there are fewer people working at the Akron desk.

EDITING

Interns in this area will learn how news shows come together from contributions of the Reporter, Videographer and Editor. Interns will work with Editors on a daily basis to learn the technical aspects of videotape editing for news and programming. Interns will assist Editors, record and catalogue video from around the world, and learn to edit V/Os, SOTs and packages and how those packages are organized and subsequently aired.

GOOD MORNING CLEVELAND

An internship with Good Morning Cleveland provides hands-on experience in the production of a live, daily morning newscast. Interns will get a real behind the scenes look at what it takes to produce two hours of live, daily television. Bright energetic people who work well under pressure and who enjoy lots of people contact are being sought for this internship.

NEWS ASSIGNMENT DESK

News interns are assigned primarily to the assignment desk, which means they are routinely asked to answer incoming phone calls, to place calls to local law enforcement or story contacts and to communicate with news crews in the field. Interns are encouraged to use their own judgment and ingenuity to explore ideas and developments and turn them into stories in our newscasts. The envi-

ronment of the newsroom can be somewhat intimidating, so self-confidence is a must.

NEWSNET5.COM

This individual will work closely with the content staff of NewsNet5.com. The intern will help write and edit stories and information for the Web site. Interns will also learn basic html and how elements of the site are put together. This is a great opportunity for students who have excellent writing skills and want to put them to use. Interns will get hands-on experience working in the station's newsroom and promoting station material on the site.

ON YOUR SIDE UNIT

The intern working in this department will assist reporters and producers in researching investigative stories and consumer issues. Interns will be responsible for phone work and there will be opportunities to accompany reporters in the field.

SPORTS

Interns in the Sports Department will assist the department in a multitude of ways, including clearing the sports wires, shot-sheeting and timing interviews, monitoring afternoon sports feeds and helping to keep the Sports Director informed on breaking events. Periodically, the sports intern will accompany the Sports Producer on a story. Sports Interns who work the weekend schedule will track whatever games are televised and will assist the weekend Sports Anchor.

NON-NEWS INTERNSHIPS

BUSINESS/HUMAN RESOURCES

Projects in HR and Business can be sporadic but there's always something that needs to be done. Experience what it's like to work in the business environment. HR duties can include keeping personnel files up to date, tracking payroll records, helping develop

training plans, updating job descriptions and maintaining current policies and procedures. Business duties can include research for accounting projects, assisting with audits and organizing documentation.

ENGINEERING/IT

Broadcast Engineering is rapidly expanding into Information Technologies. Students who are interested in the IT side of Broadcasting will have the opportunity to work with News-Channel 5's Engineering Management and System Administrators on state-of-the-art network and computer equipment. Duties will include heavy emphasis on Sarbanes-Oxley compliance documentation processes and procedures. Duties could also include department web server management and working with servers in our test environment.

SALES

Students interested in a sales internship must have a pleasant personality and excellent telephone skills. Duties include answering phones, typing, filing, and checking sales orders, assisting the Sales Managers on special projects, assisting Account Executives and periodically going out on sales calls.

SALES MARKETING

Students interested in this internship should have an interest in the revenue-generating side of the business, but from a creative side. Interns will get involved in the production process from scripting commercials, to going on shoots and learning the editing process. Interns will also be part of the process of creating sponsorship opportunities and ways to get advertisers involved on the station. Interns should be willing to work some weekends.

OPERATIONS

Interns working in production should have a strong interest in the basics of television and should not be afraid of manual labor. Interns will learn the basic functions of audio, technical directing, floor directing, running cable, constructing and striking sets and working

with live audiences. Three key elements are involved: live programming, pre-recorded productions and commercials.

PROMOTION

The candidates for an internship in Promotion should wish to expand their knowledge in the area of promotional writing and producing, publicity and special events. Interns will have the opportunity to work directly with promotion producers on all areas of production including topical and image script writing, shooting and editing. Interns will also work with our publicity coordinator in booking talent appearances, conducting station tours, and developing station events. Interns must have a flexible schedule and be willing to work weekends.

NEWS DIRECTOR'S OFFICE/ ASSIGNMENT DESK

This Intern would work directly with the News Director two days each week and would have the opportunity to work at the News Assignment Desk for one or two days. In the News Director's Office, student would direct requests for talent appearances and station tours and perform general office duties. Assignment Desk duties would be to routinely answer incoming phone calls, place calls to local law enforcement or story contacts and to communicate with news crews in the field.

An internship at WEWS offers a wonderful chance to experience television first hand. An internship can open doors to new career opportunities and professional contacts. Don't miss this opportunity to enhance your academic career with hands-on experience. We are always looking for talented students eager to have this experience and eager to learn. We look forward to hearing from you!

**NEWS
CHANNEL 5**
ON YOUR SIDE