

MEDIA INTERNSHIP PROGRAM

CITY HARVEST CHURCH & DEREK DUNN MINISTRIES

Intern Expectations

Interning in a field of choice will stand out on a student's resume and help them with their job search after graduation. Participating interns gain on-the-job training that integrates education, career development and public service.

All academic students should explore the possibility of earning academic credit through their schools. Student may use the work completed for their respective reels.

This internship will be a **full 6 month, unpaid interning position** to help in the expansion of media production in our organization. Applicants should be able to work a minimum of **10-20 hours a week** during office hours **Monday through Friday between 9 AM - 6 PM**. Additionally, interns must involved a in **one weekend live production or live broadcast a month** to gain practical production experience.

We will have periodic evaluation times throughout the internship to evaluate on your growth and progress and to get feedback on how your internship is progressing.

Intern Roles

Interns will have the opportunity to be exposed to **many different roles** and technologies and to **create multimedia projects** including but not limited to: Pre-Production, Production and Post- Production, Sound, Live Broadcast, Graphic Design, Marketing and more. Below is a more detailed list of opportunities in roles:

- Learning a **full range of the Adobe Suite and production software** including but not limited to Premiere Pro, Photoshop, After Effects, Audition, Light Room, Media Encoder, Acrobat, Pro-Presenter and Squarespace (web design).
- **Video Production experience in various roles** such as camera operator, director, AD, script writer, cinematographer, DIT, GRIP, production designer, and sound mixer.
- **Pre/Post Production experience in various** roles such as assistant editor, colorist, sound editor, composer, unit photographer.
- **Assisting with the Director, Producer and Executive Producer on projects.**
- **Creation of marketing designs** for Social Media Platforms, Website, Videos, and other graphic design needs.
- **Help boost, engage and implement marketing strategies** through write-ups, Click Funnels, Constant Contact, and other tools.
- Opportunities to attend and **creative team meetings and experience planning and execution** of productions.

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Internship Completion

At the end of the internship:

- The intern supervisor will provide the student with a letter of recommendation.
- The student Intern will evaluate the overall internship experience. The evaluation form must be returned to the internship coordinator.
- Personal references of internship will be provided upon request. Interns may use the work completed for their respective reels.

To begin the application process, kindly fill out the attached form and return it via email to Ms. Arianna Torres at arianna.torres@chcus.org.



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INTERNSHIP APPLICATION FORM

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume.

Name(s) of Internship(s) Applied For:

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ **Permanent Telephone Number:** _____

E-mail Address: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

If you do not receive an internship at NPR, would you be interested in being considered for an internship position

at a member station? _____ **If so, where?** _____

Education:

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: _____

Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

References

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Publications and Articles: _____

Community/professional organizations, honors and awards: _____

Activities relevant to the internship(s) for which you are applying: _____

Why you would like to work as an intern? _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ **Date:** _____