

NORTH SUBURBAN COMMUNICATIONS COMMISSION (NSCC)

INTERNSHIP PROGRAM

PURPOSE OF THE PROGRAM

The purpose of the intern program is to provide professional experience for students interested in video production, information technology, or marketing and communications while assisting NSCC/CTV North Suburbs staff and our member cities.

GENERAL APPLICANT REQUIREMENTS

- The applicant must submit a current resume.
- The applicant must submit a current transcript. A grade point average equivalent to a B or better is preferred.
- The applicant must be enrolled in an educational institution, preferably with course work completed in video production, information technology, or marketing and communications.
- The applicant must be available to work a minimum of 10 hours per week, with preference given to those who have flexible hours Monday through Friday and are available for as-needed evening and weekend assignments. The weekly work schedule will be based on NSCC's needs and the applicants' availability.
- The applicant must be proficient with computers, must have a good written and spoken command of the English language, and must have good interpersonal skills.
- The applicant must have a valid drivers license.

SPECIALIZED REQUIREMENTS

Video Production: This intern will take projects from start to finish (scripting, shooting, and editing) and will serve as a crewmember on studio and truck shoots.

- Must have general knowledge of Mac platform for video production, preferably with knowledge of Final Cut Pro for editing
- Must have general video production experience, including portable camera, editing, and studio
- Production truck experience is a plus

Information Technology: This intern will assist technical services staff in maintaining and updating the web site, be available to set up web pages for live web streaming events, and assist in computer support for staff members as needed.

- Must have basic knowledge of computer technology
- Must have an interest in graphic and web design with a willingness to learn
- Computer-based video production knowledge is a plus

Marketing and Communications: This intern will prepare e-newsletters, draft materials for the media, and utilize social media to promote the organization.

- Must have experience in graphic design using Adobe Photoshop, Illustrator, and InDesign
- Must have strong written and verbal communication skills
- Experience in utilizing social media for an organization or business is a plus

LENGTH OF INTERNSHIP

Eligibility will be reviewed during each academic term for the following academic term or semester. An extension may be granted based on the needs of the organization and the availability of funds.

COMPENSATION

\$10 - \$13 / hour to start

based on knowledge

Mileage will be reimbursed at the current IRS rate.

ACCOMMODATION

Reasonable accommodation will be made for students whose skills or aptitude exceed their physical or sensory ability.

NSCC IN COOPERATION WITH CTV NORTH SUBURBS
INTERN APPLICATION

Date _____

Name _____

Home Address _____

Home Phone _____ Cell _____

Email(s) _____

School Currently Attending _____

School Address _____

Year in School _____ Major _____

Planned Graduation Date _____

Department Advisor Name _____

Advisor Phone and Email _____

Cumulative G.P.A. _____ Credits to Date _____

SELECT THE TYPE OF INTERNSHIP YOU ARE INTERESTED IN:

(May select more than one)

- Video Production
- Information Technology
- Marketing and Communications

List any experience or training you have in *Specialized Requirements* for the area you have selected (Final Cut Pro for Video Production, as an example):

List any other skills or qualities you possess that would make you a good candidate:

COMPLETE THE FOLLOWING STATEMENTS:

My career goals are:

From an internship at NSCC/CTV North Suburbs, I hope to gain:

AVAILABILITY:

Please indicate your preferred start and end dates _____ to _____.

What days and hours are you available?

PLEASE ATTACH THE FOLLOWING:

- **Required** - A current resume
- **Required** - A current transcript from an educational institution
- **Optional** - Recommendations from appropriate faculty or staff from the educational institution
- **Optional** - Samples of your work, i.e., video demos, web graphics, or writing samples for marketing and/or newsletters

SEND ATTACHMENTS AND COMPLETED APPLICATION:

Mail: North Suburban Communications Commission
2670 Arthur Street
Roseville, MN 55113

Email: training@ctvnorthsuburbs.org

Fax: 651-792-7501