

Production Intern Job Description & Application

Falmouth Community Television is an independent, non-profit 501(c)(3) membership based organization. The Mission of Falmouth Community Television is to provide the community with access to information technology and training in its use so that individuals and groups have a forum to communicate their ideas, information and concerns to the community-at-large. As a non-profit organization, FCTV is committed to expanding community access to its facilities by seeking out and offering its members additional information avenues.

Title: Production Intern **Job level:** Unpaid Internship, School Credit Optional
Hours per week: Minimum 10 hours per week **Supervised by:** Allen Russell

Job Description Summary: FCTV's Summer Intern will assist in the production of FCTV Exclusives, short news stories to be cablecast on FCTV's Public Channel 13, as well as assist with various FCTV productions, including: Falmouth in Focus, Commodores Baseball, Falmouth Road Race, and other events or meetings around town. Interns may also assist with youth programs, production seminars, and assisting with member productions. This internship is an excellent opportunity, for those interested in a career in Television, to improve their video production skills, build valuable relationships with people in the industry and develop a resume reel of video projects.

Education and/or Experience: Some experience with video production desired, including camera, audio and lighting equipment. Some nonlinear editing experience a plus. Seeking well organized and self-motivated individuals with a desire to learn and work hard.

Physical Demands: Some lifting may be required. **To apply, please send resume, cover letter (optional), and completed application to:** Allen Russell, Production and Education Coordinator, Allen@fctv.org

Applications are due MAY 19th, 2019. Interviews will take place in the last two weeks of May and up to 4 applicants will be selected for Summer Internships. All applicants will be notified by June 3, 2019.

Falmouth Community Television
Intern Application Form (Page 1 of 3)

Name: _____
LAST NAME **FIRST NAME** **M.I. (IF ANY)**

Major or Area of Study: _____

Home Address: _____
(Street Number & Address &/or Apt. Number)

(City, State & Zip Code)

Home Phone Number: _____
(With Area Code)

College Address: _____
(Street Number & Address for Correspondence)

(City, State & Zip Code)

Your College Phone Number: _____
(With Area Code)

University/College of Enrollment: _____

(MAILING ADDRESS)

(PHONE NUMBER & AREA CODE)

Current Univerisity/College Advisor: _____

(Include Phone Number & Area Code)

Email Address: _____

Falmouth Community Television
Intern Application Form (Page 2 of 3)

Do you have any Medical Conditions, ailments or are you on any kind of special medications that might prevent you from doing any type of work

(Please be specific & explain): _____

In the event of an emergency who should we notify: _____

(Phone Number, Address, & Relationship to you)

Please list all requirements & guidelines listed by your University/College for completion of the proposed Internship at FCTV-13: _____

Falmouth Community Television
Intern Application Form (Page 3 of 3)

List Any Special Training or Skills: _____

DO NOT WRITE BELOW THIS SECTION

APPROVED: _____ **INTERNSHIP START DATE:** _____

INTERNSHIP END DATE: _____ **STAFF INTIALS:** _____

DISSAPPROVED: _____

STATE REASON OR REASONS FOR DISSAPPROVAL: _____

