

**CSUS Internship Opportunity**  
**Department of Communication Studies and Journalism**  
**California State University, Sacramento**

**Name of Organization:** Capital Public Radio

**Description of Organization:**

CapRadio's mission is to provide a trusted and indispensable source of information, music, and entertainment while strengthening the civic and cultural life of the communities we serve. Our vision is to be the most valued, vital and vibrant service. One that inspires people to look at the world from multiple perspectives and capitalizes on emerging opportunities to serve our audience and engage our communities.

**Internship type** (mark all that apply):

PR	Journalism <b>X</b>	Intercultural	Interpersonal
Organizational	Media <b>X</b>	Media Production <b>X</b>	

**Semesters/Dates Internships Available:** **Fall** **Spring** **Summer** **Other**

**Detail of Activities/Duties/Responsibilities/Opportunities:**

**Daily Duties**

- Copy edit stories after they have been posted and check for formatting and factual errors. We comply with the AP Style Guide. Knowledge of this style is ideal. The intern will ensure that all of the essential elements are present in the story in the CMS, such as tags, an author bio and dates. Ensure photos are linked to the story and that they have the correct proportions or attribution.
- Research and identify photos under the Creative Commons license for future stories or Insight segments on appropriate social media and photo sharing sites. Edit the photos, produce a caption and credit and upload them into the CMS.
- Post stories from the Associated Press wire as instructed by the Digital News Editor. This includes checking the story for any errors, finding, cropping and uploading a suitable photo to accompany the story and adding the story into the CMS.
- Assist with research-based digital projects, such as writing content for an interactive timeline or compiling information into spreadsheets.
- Pitch, write and produce cut and copy/reader stories for airing. This would entail interviewing sources, pulling soundbites and working with a Senior Editor to finalize a script.
- Pitch, conceptualize and write articles for CapRadio.org

**Intern Background Necessary:**

**Intern Background Desirable:**

Capital Public Radio seeks a motivated Digital News Intern who is a quick learner and a self-starter. The Digital News Intern will assist the Digital News Editor in creating, producing and copy editing content for CapRadio.org. Knowledge of or willingness to learn a CMS, photo editing tools and audio editing software is ideal.

## Materials Needed for the Interview:

### APPLICATION PROCEDURE

To apply for an internship, submit the following items to Capital Public Radio. Interviews for finalists will be set up after these materials are received.

#### Cover Letter

Your cover letter should include:

- What internship opportunity you are applying for.
- The name of your college or school.
- Your graduate or undergraduate academic major and/or minor.
- Name and contact information of your academic or internship advisor.

In addition please include your responses to the following questions:

- Why are you interested in an internship at Capital Public Radio?
- How do your relevant classes and work experience relate to the internship position you are applying for?
- What do you hope to gain from your internship?
- What can Capital Public Radio hope to gain from you?
- How do you plan to use the skills you develop at Capital Public Radio in the future?

#### Resume

Please provide a current resume.

#### Supporting Material (optional)

Please supply any relevant supporting materials such as writing samples or audio samples if required.

#### Submitting Your Application

Submit cover letter, resume and any required supporting materials to:

[careers@capradio.org](mailto:careers@capradio.org)

OR

Human Resources  
Capital Public Radio  
7055 Folsom Blvd  
Sacramento, CA 95826

Visit <http://www.capradio.org/> for more information.

Weekly Hours Required: 10-15				Total Number of Hours Per Semester			
Flexible or Fixed Schedule? <b>Flexible</b>				Fixed			
If Fixed, days and times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Paid Position?** Yes **No** **Wages (if applicable):** \$500 stipend **Paid Expenses?** Yes **No X**

**Number of Interns Requested:** 1

**Are applicants accepted on an ongoing basis?** Yes

No **X**

If no, what is the deadline? TBD

<b>Organization name &amp; address:</b> Capital Public Radio 7055 Folsom Blvd, Sacramento, CA 95826	
<b>Name &amp; title of contact person:</b> Zoro Pruneda, Business Affairs Assistant	
<b>Contact Person Email:</b> careers@capradio.org	<b>Website:</b> <a href="http://www.capradio.org/about/careers/">http://www.capradio.org/about/careers/</a>
Phone: (916) 278-8904	Fax: (916) 278-8989