

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 X	Intercultural	Interpersonal
Organizational	Media X	Media Production X	

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

Detail of Activities/Duties/Responsibilities/Opportunities:

LOOKING FOR INTERNS WHO SET THE STANDARD

Capital Public Radio, the NPR affiliate in Sacramento, California is looking for inspired, multi-tasking go-getters who are eager to join our news team.

As an intern, you are an integral part of the news team and work under the direction of the Managing Editor. You will be stepping into a highly productive newsroom. Our reporters and producers are consistently recognized and awarded for excellence in reporting and broadcasting. We are very proud to have past interns on our current staff.

As a Production Intern you will be expected to have some previous experience in reporting.

Main Duties and Responsibilities:

- professional competency in written and spoken English
- clear understanding of writing for broadcast
- familiarity with social media
- ability to work efficiently on strict, tight deadline
- professional phone and interpersonal skills
- assists in the function of the newsroom including, but not limited to, answering phones, proof-reading copy, researching and pitching stories

Intern Background Necessary:

Intern Background Desirable:

Materials Needed for the Interview:

APPLICATION PROCEDURE

To apply, please submit cover, letter, resume, and supporting materials.

1. Cover Letter

Your cover letter must include:

- The name of your college or school.
- The specific internship to which you are applying.
- Your graduate or undergraduate academic area(s) of study.
- Name and contact information of your academic or internship advisor.

In addition, please include responses to the following questions:

- Why are you interested in an internship at Capital Public Radio?
- How do your 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?
- What can Capital Public Radio’s documentary team hope to gain from you?

2. Resume

Please provide a current resume.

3. 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

OR

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

Visit www.capradio.org/careers for more information.

Weekly Hours Required: 10-15				Total Number of Hours Per Semester			
Flexible or Fixed Schedule? Flexible				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
Number of Interns Requested: 1-2 **Are applicants accepted on an ongoing basis?** Yes No
If no, what is the deadline? TBD

Organization name & address: Capital Public Radio 7055 Folsom Blvd, Sacramento, CA 95826	
Name & title of contact person: Zoro Pruneda, Business Affairs Assistant	
Contact Person Email: careers@capradio.org	Website: http://www.capradio.org/about/careers/
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