

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:

FUNCTION

To assist with the daily production of Insight, Capital Public Radio's local public affairs interview program.

ESSENTIAL DUTIES

Works to identify topics and people to be interviewed on the hour-long program. Conducts research and background information on assigned topics, including pre-interviews of potential guests. Contacts and coordinates live interviews with guests. Greets and preps live guests for the daily show. Will also learn how to direct and engineer live shows, and how to edit clips and recorded interviews for playback.

DESIRED OUTCOME

By the end of the internship, the student will have a full understanding of how a daily, live news and information program is produced and will learn about the functions of a major market news department. The intern should be able to fully produce a 12-minute segment of the program from start to finish and be skilled at directing, engineering and editing a live radio broadcast.

Intern Background Necessary:

QUALIFICATIONS

Excellent writing skills, the ability to communicate professionally with guests and an interest in the media and regional politics is preferred. Reliability, professional demeanor and appearance, and an interest in a broadcasting, journalism, public policy or related career are essential qualities of the ideal intern. This is not an on-air position.

Intern Background Desirable:

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

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? 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 **X**
Number of Interns Requested: 1-2 **Are applicants accepted on an ongoing basis?** Yes No **X**

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/	
Phone: (916) 278-8904	Fax: (916) 278-8989