

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

**Name of Organization:** Capital Public Radio – The View From Here (TVFH)

**Description of Organization:**

Capital Public Radio's mission is to provide a trusted source of information, music and entertainment for curious and thoughtful people in efficient, sustainable ways that meet their needs while strengthening the civic and cultural life of the communities we serve.

Capital Public Radio's vision is to be a valued, vital and vibrant service that is indispensable to listeners' lives, inspires people to look at the world in different ways and capitalizes on emerging opportunities to serve our listeners/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:**

**A typical day at TVFH** might include attending the morning news meeting, posting audio, photos and text to our community media website (here are two examples: [www.hiddenhungerstorybooth.com](http://www.hiddenhungerstorybooth.com) and <http://www.caprado.org/209talks>), gathering information about our current documentary topic, composing a week's worth of Tweets about our work, scheduling community activities, updating the documentary contacts list on Google Drive, and proofreading web copy.

**By the end of the internship**, you'll have a better understanding of the documentary production process, including how to involve and engage community partners. By the end of the semester, you'll have worked hard to earn college credits, a \$500 stipend and a professional media experience worth putting on your resume.

Former interns talk about working at The View From Here: <https://www.youtube.com/watch?v=IbRHZQi3NtE>

**Intern Background Necessary:**

**TVFH Interns** are self-motivated individuals with excellent communications skills who are able to work independently inside a busy newsroom. They are interested in using media to explore social issues and use stories to spark community dialogue and problem solving. TVFH interns are excited to be part of a team that involves journalists and community leaders to support the mission of public radio.

**Intern Background Desirable:**

**Materials Needed for the Interview:**

**A strong application includes** a compelling cover letter that shares some of your personal story and your educational goals. After reading your letter, we'll understand why you would make a great addition to our documentary team. Your writing samples and links to media will demonstrate outstanding communication skills, whether in writing, in-person, on-air or online. A solid resume will list your work experience and technical or media skills. Familiarity with PC, Excel, Word, Google Drive, Facebook and Twitter is a must. (We'll provide plenty of learning opportunities on other platforms.) You must be enrolled for a minimum of 2 college internship credits as an undergraduate or graduate student.

**Application is as easy as 1, 2, 3.** Submit a cover letter, resume and supporting materials to Capital Public Radio.

Interviews for finalists will be set up after these materials are received. Here are the details:

1. Cover Letter

Your cover letter for TVFH internship must include:

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

Please answer the following questions:

- Why are you interested in an internship with The View From Here 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's documentary team hope to gain from you?
- How do you plan to use the skills you develop at Capital Public Radio in the future?

2. Resume

- Please provide a current resume.

3. Supporting Material

- Please attach electronic files or links to writing samples of news reports, blogs or essays and multimedia samples of audio or video production. Be sure to state your role in all samples.

Submit cover letter, resume and supporting material 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					
If Fixed, days and times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Paid Position?** No

**Wages** (if applicable): \$500 stipend

**Paid Expenses?** No

**Number of Interns Requested:** +-2

**Are applicants accepted on an ongoing basis?** No

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	
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