

**Internship Position through the  
Department of Communication Studies and Journalism at  
California State University, Sacramento**

**Name of Organization:** CBS13 KOVR / CW31 KMAX

**Description of Organization:** Television News Media

**Internship type** (check all that apply)

Public Relations    Media    Media Production  
 Journalism    Interpersonal    Organizational

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

*Production Interns:* Learn the responsibilities of the production crew. The intern will learn about the importance of teamwork and see how the director/floor director/technical director and Chyron operator all work with each other as well as with the producer/talent. They will get to operate cameras and/or Teleprompters for the show as well as other duties assigned to the successful broadcast.

*News Interns:* Will be assigned to either work on the assignment desk as well as to “Good Day Sacramento.” Will have the chance to see how news comes together and the importance of newsworthiness. Interns will be responsible for fielding viewers’ calls and answering their questions about stories/programming in a professional manner. They will learn the basic duties of a production assistant, which include printing/running scripts and occasionally writing for the broadcast and/or our website. Will help make calls on stories and do research. Occasionally, depending on day and student, may go out in the field with reporter/photographer/field producer. May assist with news investigations both in-house and in the field.

**Intern Background Necessary:**

Must be a sophomore in college.

We’re not looking for people who want to become famous or get rich. What’s most important is a true desire to learn about the field of television news & production. Also need the ability and talent to work in a fast-paced, high-pressure & changing environment, as well as strong research, communication, and writing skills. Candidates should be motivated, a self-starter, and resourceful.

**Intern Background Desirable:**

At least a basic journalism, broadcast journalism, broadcast communication, or television production course completion.

**Materials Needed for the Interview:**

Current resume

**Number of Weekly Hours Required:** 5 minimum

**Total Number of Hours Per Semester** (50 work hours = 1 semester credit): Course dependent

**Flexible Schedule** (yes/no): YES

**Fixed Schedule** (yes/no): YES, but have the ability to change depending on need.

**Fixed Schedule Days & Times:** YES, but have the ability to change depending on need.

**Number of Interns Requested:** 1-10

**Paid Position** (yes/no): NO

**Wages** (if applicable): NO

**Paid Expenses** (yes/no): NONE REQUIRED; YES IF INCURRED

**Semesters/Dates Internships Available:**

Fall

Spring

Summer

Other

**Are applicants accepted on an ongoing basis?** (yes/no): NO If no, what is the deadline?: Deadlines vary depending on academic calendar – contact intern coordinator for specifics.

**Other Comments** regarding this organization or this position:

**For more information** or to **apply**, contact: Mitch Hanner

**Organization name & address:** CBS13 KOVR / CW31 KMAX

**Website:** <http://sacramento.cbslocal.com/cbs13cw31-internships/>

**Contact Person Email:** [mhhanner@cbs.com](mailto:mhhanner@cbs.com)

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