



## Internship Application

318 Central Ave.  
Albany, NY 12206  
(518) 465-5233 x111  
[www.wamc.org](http://www.wamc.org)

Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
School Name: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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Which field would your internship be in?

- News Department *(please submit a writing sample)*
- The Roundtable *(please submit a writing sample)*
- The Linda Performance Art Studio
- Web/ New Media
- Underwriting/ marketing *(please submit a writing sample)*
- Programming/Outreach
- Grants *(please submit a writing sample)*
- Historian

Session:  Fall  Spring  Summer  Winter Intersession

Start Date: \_\_\_\_\_  
How many hours per week? \_\_\_\_\_  
How many credits would you receive? \_\_\_\_\_

Please attach a résumé and cover letter stating your intent and what skills you possess for your prospective internship. As noted above, some internships require a writing sample with the application. All internships are at the main studios in Albany, NY.

## **WAMC internship descriptions**

We are no longer doing a rolling application process and the dates we're accepting and reviewing applications are below. There will be no exceptions for late applicants.

### **Summer 2015:**

- Accepting & reviewing applications April 6 - 17
- Conducting interviews: April 21 - 24
- Notification: April 27

### **Fall 2015:**

- Accepting & reviewing applications: July 6 - 17
- Conducting interviews: July 20 - 24
- Notification: July 27

### **News Department:**

News interns are an integral part of the newsroom, and the student must be able to work in a fast-paced environment and have a nose for news. Interns will learn digital editing and production skills, writing in the AP style, how to use studios and take phone feeds, and work with the news staff and guests. Projects include producing your own news story, writing an essay or commentary, producing one of our award-winning news shows. No previous radio experience is required; fulltime interns are preferred.

### **The Roundtable:**

Interns for our 3-hour public affairs program help with production needs that include digital editing, booking guests, research and writing leads for segments, produce live on-location broadcasts, and answer listener questions. Students will be taught how to edit and use the studios. Projects include conducting your own interviews, helping to produce the show, and writing and voicing your own essay. No previous production skills are required.

### **The Linda Performing Arts Studio:**

Among other things, interns will work on one or more of the following aspects: Review current accounting and data collection methodologies, enhance department accounting and data collection systems, develop protocols for ongoing financial management and reconcile show accounts. They will also brainstorm how we integrate unique marketing tactics for ongoing event campaigns, develop and execute marketing strategies for individual events, identify grassroots marketing strategies to implement and incorporate into event marketing and expand college marketing tactics.

*Graduate or 4<sup>th</sup> year under grad students only please.*

### **Web/ New Media:**

New media interns will work with the new media department in maintaining the station's website and social media accounts by scheduling and posting new stories to the WAMC website from AP and NPR sources to fill content on the site; use social media marketing to promote special programs and direct visitors to the WAMC and The Linda websites. They will also work with the designer on graphics for print and the web, and other new media tasks. Candidate must be familiar with social media platforms, and have a working knowledge of Adobe Creative Suite programs. A working knowledge of Web design and development preferred.

**Underwriting/ Marketing:**

Marketing and sales intern tasks include working with the sales team in developing marketing proposals, proofing daily logs, and updating the media kit. Interns must have working knowledge of Microsoft Office, and be good at multi-tasking, have strong writing and communications skills, and web-based marketing knowledge.

**Programming/Outreach:**

Interns will work with the Program Director on the annual ascertainment survey, promotion of WAMC's National Productions, booking and gathering information for our daily call-in talk show Vox Pop, and the editing of show segments.

**Grants:**

This position will participate in aspects of grant administration including research and writing. The position's primary focus will be on performing extensive research on potential grantors and projects; secondarily, the focus will be on drafting proposals.

**Historian:**

Under the Grants Department, the research intern will perform extensive research on the WAMC organization and will prepare a detailed, footnoted organizational history. Tasks will include research on the WAMC organization using both institutional and external documents; performing research on the buildings and properties owned by WAMC, including The Linda, 318 and 302; and gathering materials and documentation required for listing on the National and State Registers of Historic Places.

***Note: ALL INTERNSHIPS MUST BE FOR ACADEMIC CREDIT. Students should treat internships as a professional job opening. Proper attire and resume, or completed application, are required during an interview.***

*We are always looking for full-time interns, but are more than willing to work around any student's limited schedule. We will also consider designing an independent study project targeted to a student's particular area of interest.*

Interested students should contact [Katie Britton](mailto:kbritton@wamc.org) at [kbritton@wamc.org](mailto:kbritton@wamc.org) for more information.