



WMHT Educational Telecommunications, located in New York State's Capital Region, is the only full-service public broadcaster serving Eastern New York and Western New England. WMHT operates public television stations WMHT, WMHT-PBS World and WMHT-Create TV, as well as public radio stations WMHT-FM 89.1/WRHV-FM 88.7, WEXT-FM 97.7 (both of which are also available via HD radio) and RISE, a radio reading service for the blind and print-disabled. WMHT is supported by more than 28,000 members.

TELEVISION PRODUCTION INTERN

Responsible for general office duties and serve as production assistant to producers and directors. Duties could include research, logging, transcribing, running teleprompter, character generator, studio camera, studio set up and strike and grip on field shoots. Excellent opportunity to learn production skills and how television shows are produced.

Qualifications

- Keen interest in television production and other media
- Academic or work experience in tv production or journalism
- Proficiency in Microsoft Office Suite
- Exceptional verbal and written communication skills
- Proficiency in proofreading; attention to detail
- Ability to handle multiple tasks and to work independently with minimal supervision
- Excellent organizational skills
- Dependable, flexible, enthusiastic

EDUCATION AND COMMUNITY ENGAGEMENT INTERN

The Education and Community Engagement Intern assists WMHT's Educational Services staff with online, print, and broadcast promotional activities, community outreach, and multimedia content development including compiling and creating material for WMHT's education website and related online resources. Preferred candidates will have hands-on experience in studio and remote audio and video production as well as post-production. Specific activities may include research, scriptwriting, gripping, lighting, camera operation, graphic design, logging videotape, and non-linear editing. Familiarity with Adobe Final Cut Pro, Adobe Photoshop and Illustrator is desirable. WMHT seeks interns who have an interest in Education and a strong desire to engage with the community. Responsibilities include preparation of materials for workshops and community events; researching and writing articles for monthly e-newsletter to educators and families across the region; Video production and editing, including filming community events for promotional "proof of performance" on the web; Assists in developing Education website and newsletter "features."

EDUCATION DEPARTMENT COMMUNICATIONS AND PUBLIC RELATIONS INTERN

Assists the Education Department Staff in promotion/publicity efforts and helps implement marketing and public relations strategies across platforms (web, print, on-air). *Requires undergraduate or graduate study in Communications.*

Responsibilities

- Assist in creating fliers, web announcements, and other promotional material for community and educational events.
- Research and contribute content to WMHT's monthly Teacher E-Newsletter
- Develop and maintain community contact lists
- Provide administrative assistance as needed

Qualifications

- Keen interest in the language of media and public relations
- Academic or work experience in public relations or journalism
- Knowledge of basic marketing, public relations, and design principles
- Proficiency in Microsoft Office Suite
- Exceptional verbal and written communication skills
- Proficiency in proofreading; attention to detail
- Ability to handle multiple tasks and to work independently with minimal supervision
- Excellent organizational skills
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RADIO PRODUCTION INTERN

Interns will gather hands-on experience on the daily operations of two radio stations (WMHT and WEXT). They will be involved in creating content for on-air that includes, but is not limited to writing, voicing and producing station promotional announcements and long-form programs. Interns may also be asked to represent the station at station-sponsored events at area venues by manning station tables and greeting people.

RISE INTERN

RISE is WMHT's 24-hour radio information service for the blind and print disabled in New York's Capital Region and the Hudson Valley. A RISE intern would provide administrative assistance to the RISE manager. Assists with scheduling of volunteers, produces programming for WMHT's radio reading service for the print disabled, including reading newspapers live on RISE; writing copy for newspaper readings, promos, and print materials; Performs outreach duties as assigned.

INTERACTIVE MEDIA INTERN

Assists the Interactive Media Director with updating WMHT web properties. Responsibilities include, but are not limited to: gathering promotional information from various sources, prepping files for web, editing text and photos, making closed caption files for web, and creating graphics for social media. *Requires undergraduate or graduate study in Design or Communications.*

Qualifications

- Academic or work experience in web editing, design and/or communications
- Knowledge of basic web editing (html) and design principles
- Familiar with optimizing web pages and video with proper metatags
- Comfortable with social media tools

TO APPLY

Send cover letter and resume via email or US Mail to
Val Belden, Executive Assistant to the CEO,
WMHT Educational Telecommunications
4 Global View | Troy, NY | 12180-8375
vbelden@wmht.org

**This is an unpaid internship; academic credit must be available
through intern's educational institution.**