



I N T E R N P O S T I N G

- DATE:** September 28, 2015
- TITLE:** **Programming and Production Intern**
- DESCRIPTION:** Reports to Programming Manager and Production Manager. Assist with the programming of all in-house, community producers and organizations for airing. Assist with both in-house and location productions projects, TV shows and non-profit promotional videos.
- RESPONSIBILITIES:**
- Capture programming submitted to station in a timely manner;
 - Assist in maintaining program submissions and video library;
 - Review submitted program tapes/DVDs/files for technical standards;
 - Provide technical and production assistance to groups and individuals seeking to produce programs;
 - Assist in troubleshooting production issues;
 - Assist with on-location and in-house productions and events;
 - Assist with managing equipment check-outs/ins
 - Other duties as assigned
- QUALIFICATIONS:** Applicants must be friendly and outgoing, have an interest in studio management, and programming. Computer skills required. Knowledge of production and technical equipment is a plus but not required. Must be able to work with a diverse population and have a passion for public access and independent production.
- TIME COMMITMENT:** 3-5 days per week for a minimum of 12 weeks. 3-5 hours per day between the hours of 12p and 9p. Saturday hours required. On call with various day and evening hours (***advance notice when possible***) for special events.

If you have what it takes to break away from the rest of the field, send a cover letter and resume to:

People TV Inc.
ATTN: Human Resources
190 14th Street, NW
Atlanta, GA 30318-7802
Or fax to 404-874-3239
Or email to hr@peopletv.org

NO PHONE CALLS PLEASE

Consistent with our equal employment program, we ask your cooperation and assistance in our efforts to recruit, hire and promote qualified women and minorities. In this regard, if you know of individuals who might be interested in and qualified for this position, we encourage you to refer them to us.

People TV is an Equal Opportunity Employer