



Internship Programs at Idaho Public Television

idahoptv.org

KAID BOISE • KISU POCATELLO • KUID MOSCOW

Our mission is to educate, inform, and inspire!

Idaho Public Television is celebrating our tradition of mentoring students majoring in journalism, mass media, communication, public relations, event planning, marketing, education, new media, nonprofit management, and human resources by announcing a new internship program for college students in their junior to graduate level years of study.

Work with the best; learn from the best

Idaho Public Television is an agency of the State of Idaho operating under licenses held by the State Board of Education, and is the most watched Public Television station in the U.S. per capita. Our award winning, locally produced programming earns accolades and awards from local, state, and national professional media organizations and associations year after year.

Explore and expand your horizons

Internships are mutually beneficial to students and our stations. Many of Idaho's current broadcast professionals and employees began their careers with IdahoPTV. Hands-on experience in the industry compliments what is learned in the classroom and prepares a new generation of broadcasting specialists from a variety of majors and experiences.

We are please to announce the following internship for Fall Semester 2016:

Development Department Events Coordination Internship

Idaho Public Television

Development Department Events Coordination Internship

The unpaid, first year Development Department Internship allows the selected intern(s) to develop a portfolio that involves completing a variety of event coordination projects for a dynamic member supported organization.

If the student completes the qualifying internship at the level of expectation, he or she may be invited back for additional internships with Idaho Public Television. Follow up internships involve paid opportunities to participate in additional or more responsible development department activities.

Date: Fall Semester 2016 /Approximately 14 weeks (Early September through Early December)

Hrs/Wk: Flexible 8 – 10 hours per week averaged over 3 days per week. Idaho Public Television will work with class schedule.

Skill Sets: Spreadsheet Creation & Entry
Organizational Expertise
Presentation Software (PowerPoint) Development
Microsoft Office Programs
Strong Writing Skills/Proofreading
Analytical
Working with Confidential Information

College Majors: Junior, Senior, or Graduate Level Public Relations, Communications, Marketing, Non-Profit Management, or related fields of study

Mentors: Director of Membership & Director of Major Gifts

Application Timeframe: August 22– September 7, 2016

Interviews Schedule: Begins August 29th for those applicants being considered

Internship Details: Internship consists of five mini projects

Fall 2016 Plan

Project 1: Idaho PTV & The Development Function
<ul style="list-style-type: none">• Orientation & Onboarding• Job Shadowing• Departments Within Development• Fundraising 101
Project 2: Event Planning, Execution, & Follow-Up
<ul style="list-style-type: none">• Event timeline• Invites, evites and RSVPs• Publicity Platforms (social media, letters, e-blasts, etc)• Sponsorship and Membership Events
Project 3: Prospecting:
<ul style="list-style-type: none">• Compile and organize donor records and information points from multiple data sources• Collect and organize information for staff follow-up• Output: streamlined communication plan and strategies for tracking and following up with Planned Giving prospects
Project 4: Solicitation and Appreciation
<ul style="list-style-type: none">• Member/Donor Renewals• Thank You letters/mail merge projects• Segmentation and Individualization
Project 5: Event Planning & Execution: DecemberFest Live, On-Air Fundraising
<ul style="list-style-type: none">• Executing Volunteer Management and Training• Phone Bank and other In-Kind Donations solicitations

Interested? Here are the relevant details:

Eligibility:

- Currently enrolled in a regionally accredited college or university.
- Junior to Graduate Student status; GPA of 2.8 overall; 3.0 or better in major. Internships can be for academic credit-hours or for building real-world experience. The first internship is unpaid. Some internships are renewable and may be eligible for a salary or stipend in succeeding years.
- Student is responsible for travel to and from internship base location (travel to internship city, and to and from work or while on the job), living expenses, and health insurance.
- Students seeking academic credit for the internship(s) may not be eligible for paid internships. Check with your campus for details.

Application Process:

Interested students should email the following materials to susannah.arnim@idahoptv.org Please reference the name of the internship in the subject line of all correspondence to ensure proper routing.

- copy of the internship requirements and guidelines for employers for students requesting academic credit and contact information for the professor or Dean who is in charge of internships at your school
- current resume
- letter of intent expressing your qualifications and interest in a specific internship, and your goals for the internship
- school advisor's contact information
- copies of transcripts from higher education institutions you have attended
- letter of recommendation from the department head or a past or current professor who has taught you in a class in your field of study
- summer or semester (Fall or Spring) for which you are applying if applicable. **This internship is offered for the Fall 2016 Semester**

Idaho Public Television Diversity Statement:

It is the policy of Idaho Public Television to create an environment that supports diversity in all aspects of employment and in the daily operation of the enterprise. This diversity policy also carries over to the communities we serve through programming, community outreach, and our involvement in local and national organizations that promote diversity and inclusion.

At Idaho Public Television we value the contributions of each unique individual regardless of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, veteran status, religious or political beliefs or other ideologies. This policy not only applies to our employment practices but is manifested in our culture where we view diversity as a strength to be developed and encouraged.

We choose to take positive actions to promote and encourage diversity and the personal development of each full-time and part-time employee of our organization, and include individuals representing diverse groups in internships to provide a meaningful professional level experience to

represent the diversity of the communities we serve, and to further public broadcasting's commitment to education.

Idaho Public Television is an equal opportunity employer. We have adopted and will always meet the standards of federal and state law, state statutes, our own Equal Employment Opportunity Policy, and F.C.C. diversity reporting requirements.

In addition, as a State of Idaho agency, we support and abide by the State Board of Education's Equal Employment Opportunity, Diversity, and Sexual Harassment Policies. Since 2013, Idaho Public Television has held an annual diversity training program for management and staff that underscores our continuing commitment to diversity and inclusion throughout the organization.

Internship Contact

Susannah Arnim, Human Resource Specialist

(208) 373-7340 (Mountain Time)

Susannah.arnim@idahoptv.org