

# Intern Application

cctvcambridge.org/forms



Cambridge  
Community  
Television

Internships are subject to CCTV staff approval and generally require a 4-month commitment with 3–5 hours of work per week. CCTV staff may approve other arrangements.

Interns should complete an Access Member Application after they begin internship.

► **Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Business/Organization** (optional) \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**Phone** home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_  
**E-mail Address** \_\_\_\_\_

► **What types of internship interest you?** Select all that apply. See reverse for descriptions.

<input type="checkbox"/> Cablecast	<input type="checkbox"/> Studio Production	<input type="checkbox"/> Editing	<input type="checkbox"/> Membership/Admin	<input type="checkbox"/> Facilities
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Field Production		<input type="checkbox"/> Training/Admin	<input type="checkbox"/> Special Projects

► **What skills are you interested in bringing to CCTV?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe your video, computer, teaching and other relevant experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Computer Lab Intern applicants: please list hardware/software with which you are most familiar** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why are you interested in an internship at CCTV? What do you hope to gain from the experience?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

► **What days and times are you available?** CCTV is closed on Saturdays.

Sunday _____	Wednesday _____
Monday _____	Thursday _____
Tuesday _____	Friday _____

► **Other Availability Notes** \_\_\_\_\_  
\_\_\_\_\_

► **What month do you wish to start?** \_\_\_\_\_

**OFFICE USE ONLY**

Accepted      Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Intern for \_\_\_\_\_ v 2016.09.08

CCTV  
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www.cctvcambridge.org  
Channels 8, 9, & 96

# Interns Wanted

**Benefits:** CCTV interns receive Access Membership for the duration of their internship, including:

- Ability to take any and all CCTV courses for free.
- Free use of CCTV's Studio, Field, and Editing Facilities to produce cable TV programs (limited to one production at a time).
- All other membership privileges, including ability to produce a Live program, free access to computerCENTRAL, and ability to rent video equipment at preferred member rates.

**Expectations:** CCTV interns are expected to:

- Attend a CCTV Orientation.
- Make a 4-month commitment, unless otherwise arranged.
- Work an average of 3–5 hours per week (depending on type of internship).
- Perform all duties as outlined in their internship agreement, including attending trainings, intern socials, and supervision meetings as requested.

**Types of Internship:** CCTV offers a variety of internship options, including:

**Cablecast:** One night per week, 4:15–9:15 PM, monitoring and programming CCTV's 3 channels. Training provided, but requires technical aptitude, attention to detail, and ability to get along with all types of people.

**Computer Lab:** One 3-hour shift per week, supervising activities in CCTV's Mac/Windows computer lab, with an emphasis on assisting those new to computers. Requires excellent people skills.

**Studio Production:** Assisting the Studio Coordinator, facilitating studio productions.

**Field Production:** Flexible hours working with CCTV's Production Facilitator on the planning, taping, logging, and editing of CCTV's field productions. Requires prior video production experience and skills.

**Editing:** Flexible hours working with various CCTV staff to edit programs for cablecast.

**Membership/Administration:** Assisting the Membership Coordinator with administrative tasks.

**Training Program/Administration:** Assisting the Access Coordinator with administrative tasks.

**Facilities:** Assisting in maintenance of CCTV's facilities.

**Special Projects:** Depending on an intern's qualifications and CCTV's needs, special project-oriented internships may be created. What skills are YOU interested in bringing to CCTV?

**Submit this application and a resumé to CCTV through one of the following:**

**E-mail:** [internship@cctvcambridge.org](mailto:internship@cctvcambridge.org)

**Fax:** 617-661-6927