



c/o NPBL  
Distinctive MediaWorks  
BCB Television Department  
Suite 300, 400 5<sup>th</sup> Avenue SW  
Calgary, Alberta Canada T2P 0L6

## **Distinctive MediaWorks**

# **Internship Application Packet**

**Distinctive MediaWorks Internship Program**

**BCB Television Department**

**Are You Interested In An Internship At Distinctive MediaWorks?**

**Completed Application and attachments should be sent to:**

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Dear Intern Applicant:

Thank you for your interest in the Distinctive MediaWorks Internship Program.

Distinctive MediaWorks Internship Program offer a unique and exciting opportunity to experience the day-today activities of the production and broadcasting industry. This program is designed for students interested in pursuing a career related to their field of study such as Journalism, Broadcasting, Communication, Business, etc...

Distinctive MediaWorks Internship Program will enable you to:

- Receive hands-on education and training on the planning, coordination and execution of the television business.
- Become informed and educated on the day-to-day operations of running a commercial television network.
- Become inspired on the effectiveness and influence of television in public community.
- Establish industry contacts and relationships for your future broadcast career.
- Receive educational/college credit earned towards your internship.

Internships are offered year round and are divided into quarterly sessions. These internships are available to students who meet the following requirements:

1. Student must be at least 18 years of age
2. Have an interest in media broadcasting or the appropriate related field applied for
3. Enrolled in a local college or university program for the specific purpose of gaining school credits, or grades, or personal experiences toward a degree
4. Flexible schedule to meet the needs of the television network while in school
5. Dress appropriate for professional work environment
6. Possess a positive and professional attitude.

Please take the time to review this information packet. Inside you will find all necessary information regarding the Distinctive MediaWorks Internship Program.

Good luck!

### INTERN APPLICATION CHECKLIST

To apply for a position in the Distinctive MediaWorks Internship Program all applicants must submit the following completed materials:

1. Internship Application Form - (Attached)
2. Internship Interest Form - (Attached)
3. Statement of Interest - (Attached)
4. Internship Availability Form - (Attached)
5. Current Resume
6. Letter from your college or university (on school letterhead) stating that you are currently enrolled and **will be receiving college credit or grades, or not receiving college credits or grades** as a result of your internship.
7. Current Transcript

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NOTE: All materials #1 to #7 must be included at the time of application and submitted to the person indicated above. Distinctive MediaWorks will process your application following submission of all the items indicated above. **Incomplete applications will not be considered.**

#### Duties:

Assignments vary day-to-day depends on the department or placement possibility chosen. Interns can expect to log tapes, coordinate script, research stories, conduct preliminary interviews, assist during shoots, select footage, perform clerical duties and assist staff members.

#### Requirements:

Students who are currently attending an accredited college and have achieved junior or senior status are eligible. Participants must have good computer skills, excellent written and verbal communication abilities and knowledge of current events. A 3.0 GPA or above is recommended.

#### Compensation:

These are unpaid internships. Students are required to provide official documentation on school letterhead confirming that they will either receive credit or no credit for the internship. This documentation must be on file prior to start date. However, students may be selected to receive honorariums and other prizes upon the completion of their internships and provided that no performance issues exist.

#### Application Status:

Due to the high volume of applicants, the office cannot respond to application-status inquiries. The office reviews all submitted applications and contacts qualified candidates only.

#### Deadlines:

Applicants are accepted on a rolling basis and assigns students on a first-come, first-served basis.



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**Internship Locations:**

Distinctive MediaWorks has current internship opportunities in the following Canadian Provinces and Cities:  
British Columbia – Vancouver; Alberta – Calgary; Ontario – Toronto & Ottawa; Quebec – Montreal; Nova Scotia -  
Halifax

**Employment:**

Interns are not guaranteed a job after participating in the program.





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**INTERNSHIP APPLICATION**

PLEASE PRINT CLEARLY OR TYPE

TODAY'S DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/TERRITORY \_\_\_\_\_ AREA CODE \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

PARENTS/GUARDIAN NAME \_\_\_\_\_

PARENTS/GUARDIAN ADDRESS \_\_\_\_\_

PARENTS/GUARDIAN CONTACT PHONE NUMBER \_\_\_\_\_

EMERGENCY CONTACT NAME / ADDRESS / NUMBER:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SCHOOL CURRENTLY ATTENDING \_\_\_\_\_

ADDRESS OF SCHOOL \_\_\_\_\_

SCHOOL PHONE NUMBER \_\_\_\_\_

ACADEMIC ADVISOR NAME \_\_\_\_\_

ACADEMIC ADVISOR CONTACT NUMBER \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

ENROLLMENT STATUS [circle one] FRESHMAN SOPHOMORE JUNIOR SENIOR

EXPECTED GRADUATION DATE \_\_\_\_\_



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## INTERNSHIP INTEREST FORM

### Departments:

Students are encouraged to choose a department of choice. Each student is selected and assigned on a first-come, first-served basis. The number of positions varies for each semester.

**Placement Possibilities:** Please initial the department(s) of choice and checkmark all areas of interest within the initialled department.

### DEPARTMENTS

#### Business Administration

- Corporate Communications, National & International Public Affairs
- Financial
- Entertainment and Talent Programming
- Media Sales
- Marketing, Advertising & Promotions
- Corporate Account Executives
- Human Resources Administrator
- Bookkeeping, accounting, and auditing clerks
- Receptionists and information clerks

#### Media Management

- General Operations Manager
- Programming Directors
- News Directors
- Technical & Engineering Directors

#### Program Production and Broadcasting

- Programming Producers and Assistant Producers
- Broadcast News Producers and Assistant Producers
- News Analysts
- Newscasters/Weathercasters/Sportscasters
- News Reporters & Correspondents
- Film & Video Editors
- Sounds Producers
- Voiceover Talents
- Writers & Editors

#### Creative Design and Information Technology

- Multi-Media Artist & Animator
- 3-D Animators
- Graphic Designers
- Website Designers
- Interior Design/Stage Design/News Studio Design/Production Site Design



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**Technical**

- Audio & Video Equipment Technicians
- Broadcast Technicians
- Television & Video Camera Operators
- Master Control Technicians
- Technical Directors
- Network & Computer Systems Administrators
- Network Systems & Data Communications Analysts
- Assistant Chief Engineers
- Film & Video Technicians
- Camera Operators, Television, Video, & Motion Picture

List school/college courses taken applicable to your areas of interest:

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**AVAILABILITY FORM**

Length of time for your internship:

Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

NUMBER OF HOURS AVAILABLE PER DAY

MONDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

TUESDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

WEDNESDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

THURSDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

FRIDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

SATURDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

SUNDAY FROM \_\_\_\_\_ O'CLOCK UNTIL \_\_\_\_\_ O'CLOCK = TOTAL \_\_\_\_\_

TOTAL HOURS PER WEEK \_\_\_\_\_