



KGOTELEVISION

## INTERNSHIP OPPORTUNITIES

**\*\* AVAILABILITY SUBJECT TO CHANGE BY SEMESTER \*\***

### **NEWS:**

**ASSIGNMENT DESK:** Interns will assist assignment editors in various aspects of the news gathering process. Responsibilities include monitoring news sources, answering, screening and following up on phone calls, updating source lists, and other duties as assigned. Opportunity may exist for interns to accompany reporters on stories. Interns will be able to learn the workings of a major market television newsroom and become a reliable part of that operation.

**NEWS RESEARCH/ "SEVEN ON YOUR SIDE":** Interns will work on the news feature "Seven On Your Side", assisting reporters and producers with research for stories, collecting information from various on-line services, maintaining a news database, following up on viewer letters, and assisting with other duties as assigned. Interns will learn how to gather information for news stories, how to sort that information, how to select stories, what makes a good news story, basic newsroom operations, as well as many other related functions.

The newsroom is looking for students who are very curious and who want to learn about newsroom operations of a major market television station. Interns should be able to work independently, once they have been given proper instructions and training. Good written and verbal communication skills desired.

### **SPORTS:**

Interns will assist the Sports Producer and Sports Anchors/Reporters with the daily activities involved in major market television Sports Department. Duties range from answering phones and filing to watching and logging televised games and reviewing sports footage. Knowledge of sports is a must. Must possess good organizational skills as well as the ability to work well with others.

### **PUBLIC AFFAIRS:**

Interns will assist the Community Relations Manager and Director of Public Affairs in all aspects of the Public Affairs Department. Basic responsibilities may include answering phones, opening mail, selecting and writing 10 second Community Calendar announcements, overseeing the production of Community Calendars, as well as other duties as assigned. Broadcast production experience or courses are helpful, as well as good communication and writing skills, a pleasant phone manner and ability to work independently.

### **MARKETING RESEARCH:**

Interns will assist Research Director and Research Associate in all areas of rating research. Major responsibilities include working with Nielsen overnight reports, keeping track of ratings for news, sports, prime time, etc., creating new graphs, updating programming schedules, typing and filing. Will work closely with the KGO-TV Sales Department. Knowledge of Microsoft Applications is desired. Must be detail oriented. Prefer Marketing/Research majors.

### **ENGINEERING & IT**

Interns will assist in the answering of support calls. Gather information from the user regarding the issue, logging information and forwarding the information to the on-duty support engineer. They would assist in performing computer upgrades (loading software and performing backup software functions). They would assist in the general day-to-day engineering functions of a television station.



**THE FOLLOWING INTERNSHIPS ARE ON AN AS NEEDED BASIS**

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**SALES:**

Interns will provide general assistance to Sales Managers, Sales Account Executives, Sales Service/Traffic and Sales Assistants in daily office activities. Excellent opportunity for exposure to a broadcast sales environment in a major television market. Daily duties are primarily clerical but can cover a wide range depending on qualifications, enthusiasm and initiative of individual. Must possess strong interest in television and advertising. Qualified candidate should have excellent communication skills and be detail oriented. Knowledge of Windows Applications (Excel, Word) desired. Prefer Marketing/Communication Majors.

**GRAPHICS:**

An internship in the Graphics Department gives an individual the ability to gain hands-on experience with graphic technology. Duties will involve general clerical assistance in addition to researching visual material needed by the Graphics Department. We're looking for students with creative and artistic talent. Must have the ability to handle a variety of tasks simultaneously. Good writing and phone skills required.

**WEB:**

Under the supervision of the Director of Web Operations, the intern will be trained to work on various special projects for KGO-TV's web site. The intern will have the opportunity to learn from experienced web producers by working with them on online news coverage, breaking news events, etc. Must be reliable and detail oriented. Prefer students who have working knowledge of basic HTML, imaging programs and video editing programs.

**VIEW FROM THE BAY**

Interns will learn about all aspects of producing a daily lifestyle and entertainment TV show that is co-hosted by Janelle Wang and Spencer Christian. They will assist producers and other crew members with anything that needs to be accomplished for the live show, including the logging of raw footage for segments and on-location assistance.

**KGO-TV / ABC 7, an owned station of ABC, Inc., is an Equal Opportunity Employer**

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