

# CBS RADIO INTERNSHIP PROGRAM

Internships at CBS Radio are offered to college sophomores, juniors and seniors, as well as graduate students who are interested in a career in broadcasting. Typically participants major in communications or journalism, but broadcasting is comprehensive enough to interest students who major in English, History, Political Science, Fine Arts, Marketing, Computer Science, and other studies. There are many departments within CBS Radio, and many very different opportunities for internships.

## **REQUIREMENTS AND PROCEDURE:**

### **Prospective interns must be the following:**

- College sophomores, juniors, seniors or graduate students who can receive **academic credit** for their internship.

### **Prospective interns must complete the enclosed application form and return it with the following:**

- A resume detailing previous work experience and education.
- Section III of the application completed by the student's advisor verifying:
  - the number of credits to be earned for the internship
  - the minimum number of hours required by the student to receive these credits
  - the school's requirements for term papers and written supervisory evaluation for the internship

### **Internships are available for all semesters, throughout the year.**

Intern applications are generally accepted starting:

- November 1<sup>st</sup> for Spring Semester - Deadline December 15<sup>th</sup>
- February 1<sup>st</sup> for Summer Semester - Deadline March 15<sup>th</sup>
- July 1<sup>st</sup> for Fall Semester – Deadline August 15<sup>th</sup>

### **Send your application and all appropriate paperwork to:**

CBS Radio Internship Program  
c/o Melissa Sullivan  
83 Leo Birmingham Parkway  
Brighton, MA 02135

### **Students are required to interview for their internships.**

This will be a meeting at the station with the Internship Coordinator

## **ONCE ACCEPTED INTO THE PROGRAM, INTERNS MUST:**

- Receive no monetary compensation, regardless of the number of hours scheduled.
- Internship hours are typically 15 hours per week
- Sign an “Acknowledgment of the Terms & Conditions of CBS Radio Internships”.
- Ride in company vehicles only when a seat with a seat belt is available.
- Cover all transportation costs (except costs incurred while traveling for business purposes requested by the station), meals, and any other financial obligations.

## **CBS BOSTON INTERN POLICY:**

The help we receive from student interns is a privilege, and not entitlement. The relationship enhances the efficiency of the station. In return, we have an obligation to give back to the students a unique career experience of equal value (at least) to the effort they invest.

## **INTERNSHIP DESCRIPTIONS:**

### **WBZ NEWSRADIO: NEWS INTERNSHIPS**

Assist WBZ-AM News Department in news gathering, writing, audio production, and administration. Learn how a station dedicated to 24 hours of news and talk operates in all aspects.

### **WBZ NEWSRADIO: SALES PROMOTIONS INTERNSHIPS**

Assist the Sales and Promotion Departments with the creation, development and execution of promotion campaigns for radio advertisers. Learn how to successfully execute on-site appearances, plan station events, and assist with daily prize distribution.

### **WBZ-AM NEWSRADIO DIGITAL INTERNSHIPS**

Assist the digital team responsible for CBSBoston.com. Gain valuable experience in news writing and content development while learning from experienced digital producers and writers in a major-market news environment.

### **WBZ-FM, WBMX, WODS, WZLX: DIGITAL INTERNSHIPS**

The internship experience is designed to introduce you to the digital production of music, entertainment, sports, and local lifestyle content in a major market radio

environment. Learn from digital producers responsible for editing the online presence of Mix 104.1, 100.7 WZLX, 98.5 The Sports Hub, and 103.3 AMP Radio.

**WBZ-FM, WBMX, WODS, WZLX: ON-AIR INTERNSHIP**

Assist on-air producers with pre-show topic development, booking guests, researching the internet for breaking sports news, answering phones as well as editing audio such as play-by-play highlights, press conference audio and interviews. Other responsibilities could include learning how to operate both the production and on-air boards.

**WBZ-FM, WBMX, WODS, WZLX: SALES INTERNSHIPS**

Learn how a radio station sales department operates. Tasks include: monitoring competitive programming, following-up on leads for contact info, updating databases for new business, shadowing Account Executives on sales calls. Other responsibilities include working with the Sales Manager on event planning, assisting with off-site promotions including contacting and distributing prizes to contest winners, working with the web department in scheduling promotions, aiding in producing proposals.