

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Cable & Communications Academic Credit Intern

Agency:	Mayor's Office of Cable & Communications
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
The Mayor's Office of Cable & Communications promotes government transparency. It provides Baltimore City residents (through its many platforms which includes Charm TV, charmtv.tv, Citizens' Hub) with coverage of municipal meetings and press conferences which are made available via the platforms.	
Location of Position	
8 Market Place Suite 200, Baltimore, Maryland 21202	
Position Duties	
<p>Interns will work closely with staff members during coverage of municipal meetings and press conferences in the field in addition to video editing and research projects in the office. Intern's schedule will be dictated by the events scheduled for a specific day. Most meeting and press conference coverage take place during the afternoon portion of the day. Core functions and responsibilities will be to receive mentorship on the processes and procedures related to the daily operations of the office and Charm TV specifically in the area of production. The intern will walk away with knowledge and hands on experience in equipment operation, video editing, and covering meetings and press conferences. Projects will be assigned as they present themselves. Other functions and responsibilities are to shadow TV producers/directors on all ongoing and new projects.</p> <p>Interns also will work with the General Manager on special projects as assigned. Special projects may include: research, marketing, financial analysis, business development and programming strategy. Core functions and responsibilities will be to receive mentorship on the processes and procedures related to the daily operations of the office and Charm TV specifically in the area of administration. By working hand-in-hand with the General Manager, interns will gain a unique perspective on the details and decision-making process in overseeing a television entity in addition to learning about the cable television business.</p>	
Preferred Qualifications	
<u>Requirements:</u> <ul style="list-style-type: none">• Pursuing a degree in communications, communications arts, Public Relations, or related field from an accredited college or university.• Experience in working with audio and/or videography• Capable of carrying light equipment (cameras, tripods, equipment bags)• Comfortable with the responsibility of being charged with handling and watching over expensive equipment• Interest in learning about and pursuing a career in television production.• Have excellent written and verbal communication skills• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Ability to adhere to prompt timelines, deadlines and a dress code• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information	

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*

