



Summer 2007

INTERNSHIP OPPORTUNITIES AT TELEMUNDO WNJU

Fort Lee, NJ
New York, NY

Revised: February 2007

Telemundo Internship Program

The Telemundo internship program gives you real-world experience and lets you get familiar with our organization and work style.

We work with colleges and universities to provide students the opportunity to apply coursework learned or taught in the classroom with practice in the workplace. Students are placed in television broadcast/production areas, and business operations related to their major and career goals.

Telemundo considers the use of interns as an important recruiting tool. Our internship program allows us to identify high potential talent for future employment.

What We Require

The Telemundo Internship program offers college students the opportunity to take a first step into the broadcast industry. Internships at Telemundo are unpaid requiring applicants to be enrolled at an accredited four or five-year college or university leading to a bachelor or advanced degree and must receive college/university credit for their internship. The student must be able to provide proof of their college/university credit shortly after submitting their cover letter and resume.

The student may work during the Fall, Spring, or Summer College semesters full-time or part-time (minimum 3 days per week) based on student availability and department needs. Interns will work either at Fort Lee, NJ or New York, NY.

How to Apply

Our goal is to select the best students into our intern program. Telemundo accepts both undergraduate and graduate students into this program. Students are eligible for an internship after completing their freshman year. Telemundo accepts students from all majors into the program, however the majority of students are working towards Broadcasting/Production, Business, Journalism, Communications, and Public Relations degrees. Grade point average and extra-curricular/work experience are an important part of the total assessment of student applicants. In some cases, our relationship with faculty members at several schools drives the selection process.

How to Get Started

Internships are unpaid positions requiring students to earn college credit for the semester/quarter. We do provide reasonable transportation reimbursement per month. All applicants **must be enrolled** in college and have an interest in one of the internship areas outlined below.

Students can apply for an internship with a cover letter stating their area(s) of interest (please specify by reviewing the internship list below) and resume. Shortly afterwards you will also need to provide a letter from a faculty member or advisor on university letterhead approving an internship for credit and the number of hours needed to satisfy the credit requirements.

Send resume with cover letter to:

tannia.munoz@nbcuni.com
Internship Coordinator

201-969-4217

Internship Opportunities at Telemundo WNJU

LOCAL NEWS

- Work closely with reporters, assignment desk editors and producers.
- Perform various functions such as: answering phones, run teleprompter logging tape, printing scripts, and retrieving tapes.
- Make calls to law enforcement agencies in search of spot news.
- Research and develop interesting story ideas and set up and coordinate interviews.
- Check wires for on-air bulletins, special reports and new story assignments.
- Monitor law enforcement frequencies and fire frequencies on newsroom scanners.
- Assist in field producing.
- Assist in writing teasers.

ASSIGNMENT DESK/PLANNING

- Monitor email press releases & faxes.
- Research information for reporters and/or assignment desk editors.
- Assist in generating new story ideas.
- Assist in story planning and set up.
- Assist in managing view calls / news tips.
- Place and receive phone calls regarding prospective news stories.
- Participate in daily editorial meetings.
- Assist in establishing a network of contacts and sources.

SPORTS

- Assist in developing daily sports segments.
- Gather information about sports events through research, interviews, and attendance at local sports events.
- Assist in aspects of sports production.
- Assist on-location at live sporting events.
- Assist in logistics and planning.
- Chart sporting events and assist in production of highlight packages.

WEB SITE

- Assist in writing online stories in Spanish.
- Assist in creatively managing the station's web site.
- Must have strong Spanish/English writing skills.
- Assist in preparing promotional content for our website.
- Assist in writing promotional text for web-based projects.

OPERATIONS

At Telemundo 47, labor contracts prevent interns from performing union duties, which include working with technical equipment and directing. If you're interested in gaining "hands on" experience, you are advised to seek internships at a broadcasting company where this work is not restricted to union employees. However, at Telemundo 47 you do have the opportunity to observe the technical operations of TV broadcasting.

WNJU/WNBC ROTATION

As part of a partnership with our sister station WNBC, T47 interns will have the opportunity to intern one semester with WNJU and then the next with WNBC. This will give interns the valuable experience of working for both a Spanish and English language TV Station.

CREATIVE SERVICES

- Work with producers to promote new series and image campaigns.
- Will select and gather video.
- Will transfer selected materials to adequate formats.
- Will create and maintain a video library.
- Coordinate activities related to the Promotions Department such as PR Parade, etc.

HUMAN RESOURCES

- Assist the intern coordinator in reviewing resumes and intern placement.
- Track interns for FCC regulations
- Assist in planning employee events includes, coming up with ideas, scheduling, promoting, and communication.
- Opportunity to explore different departments and how they are interrelated.
- Will communicate regularly with all levels of management.
- Must have strong written and oral communication.

ENVIRONMENTAL, HEALTH AND SAFETY

- Assist in implementation of NBCUniversal EHS Program, which could include facility/employee safety, ergonomics, and rollout of employee education modules.
- Will participate in EHS safety / employee involvement meetings.
- Aid in driving EHS training compliance.
- Candidate should major in related science/engineering field.
- Knowledge of environmental regulatory and compliance legislation and a familiarity with OSHA strongly desired.
- Strong computer skills and ability to multi-task.

SALES (NY)

- Selected Intern will update all local and network programming descriptions sales pieces.
- Assist account managers in sale's strategies through research and prospecting.
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- Will provide assistance in sales PowerPoint presentations.
- Will work with account managers and sales managers. .
- Assist in identifying local client contacts.
- Aid in compiling proposals, transcribe commercial orders, track tapes and organize all correspondence and order information.
- Assist in post-buy recap process (proof of performance).
- Excellent PowerPoint and English writing skills a must.
- Marketing, Business, Communication majors preferred.
- Must be proficient in power point, word and excel.

RESEARCH (NY)

- Work with Research department to create TV reports and sales collateral material to be used by Account Managers.
- Assist in creating and maintaining programming inventory, including ratings.
- Create Power Point presentations for rating presentations and highlights.
- Update programming schedules.
- Assist in creating tracks and trends of rating data
- Aid in analyzing market trends, which may affect station ratings.

STATION/COMMUNITY RELATIONS (NY)

- Assist in coordinating station/community projects and special events.
- Assist with writing community calendar, business correspondences, and press releases.
- Assist in coordinating talent appearances.
- Assist with review and selection of PSA's.
- Assist in the creation, development and facilitating of station events as well as research and production of on-air community focused programs.
- Assist at local events and assist in event facilitation.
- Assist with locating community postings/events to publicize and sponsor.