

## Arts and Entertainment Intern Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work,” that interns can do in the arts and entertainment field:

- Fact-check information for articles and broadcasts
- Develop and pitch story ideas
- Attend editorial meetings
- Transcribe interviews
- Plan and execute charity or social events
- Correct metadata
- Assemble promo pieces
- Distribute demos to record labels
- Show preparation for on-air talent
- Interact with listeners/ viewers through email or phone screenings
- Basic audio or video editing
- Enter audio or video into the database
- Conduct graphic design work for promotional brochures, presentations, and publications
- Write anchor copies
- Conduct field reporting
- Log tapes
- Submit production requests to secure crews for shoots