

Broadcasting/Production Project 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 broadcasting/production field:

- Burn CD's for archives and affiliates
- Assist with recording of live performances, including load-in, setup, and breakdown of artists
- Help assignment editors contact news sources and gather information
- Research stories
- Set up interviews
- Respond to breaking news
- Write scripts for broadcast
- Research, produce and air your own news package
- Assisting reporters with writing broadcast copy
- Attending and covering press conferences
- Answering phone calls and monitoring wires for breaking news
- Administrative duties specific to the Exchange department
- Newsletter writing, layout and production
- Press kit writing
- News/media clip archiving
- Use a video or still camera to shoot elements for videos
- Research prospective outlets for program outreach and promotion
- Research films, filmmakers, and radio content, as needed
- Catalog film submissions and grant proposals
- Catalog and monitor flow of print and multimedia materials