

The Justice Beat Talk Show's Next Generation Media Internship Program (NxGen Media)



(REMOTE UNPAID INTERNSHIP/ACADEMIC CREDIT)

Internship Description

Note: During COVID-19 Shelter-at-Home requirements, the Show is operating in a remote posture with show guest(s) appearing via Skype until further notice. This remote opportunity requires access to desktop/laptop, dedicated workspace, and consistent internet access.

It's a Wrap! We just completed the production of 14 episodes one of which included a special emergency broadcast on COVID-19 and one Live-read/Book Launch. Now, we are finishing up summer pre-production activities for launching season 2 episodes slated to kick-off beginning in September 2020.

Do you have a dream to work in the media industry once you graduate from college/university? Are looking to put your classroom instruction into practical real-world experience? Join our production team and put your creative and technical skills to work as you operate in multiple areas of the creative production process.

What you will gain from the NxGen Media Internship Program:

You will exercise your multi-tasking abilities as you assist in developing show ideas, identifying and booking potential show guest(s), editing episodes, updating FB show and podcast pages, and other activities as required. Through this experiential and project-based learning internship, you will have the opportunity to build relationships in the field to strengthen your chances of finding employment upon graduation while also having an amazing experience as part of our production team. Employ your organizational skills as you coordinate difference aspects of the production to ensure that all Show components are timely and seamless.

The Justice Beat Talk Show's Next Generation Media Internship Program (NxGen Media)

JOB RESPONSIBILITIES:

- Assist production staff in development of relevant stories for online talk show, online streaming and other platforms.
- Research topics using a variety of sources, including video archives, the internet, library archives and local newspapers, and other sources as needed.
- Communicate with show hosts and other team members to ensure a smooth running of the show.
- Support team by answering phones, taking detailed notes during prep meetings, and performing other tasks as required.
- Operate and manage functions associated with live-streaming show via Facebook Live.
- Editing, when necessary, live-show post-production.
- Engaging all social media platforms by advertising show schedule and upcoming guests
- Secure promotional material from confirmed guests (e.g., bios, photos, etc.) and post to all social media platforms.
- Other responsibilities and tasks as assigned

SKILLS AND QUALIFICATIONS REQUIRED:

- Enrolled in accredited college or university with ability to receive course credit.
- Serious interest in communication, media, or broadcast field.
- Proficient in Microsoft Office, PowerPoint, Trello, Workplace, SLACK, and OTC
- Problem-solving skills
- Excellent communication skills (oral and written)
- Working knowledge of social media platforms
- Strong organizational skills
- Timely and Efficient
- Familiar with FB Creator Studio, FB Live Producer, Illustrator, and OBS
- Must have internet access and laptop

AVAILABLE DEPARTMENT-LEVEL INTERN ROLES:

CREATIVE DEPARTMENT

- Social Media/Marketing Intern
- Graphic Arts/Web Design Intern
- Podcast Assistant Intern
- YouTube Channel Management Intern
- Video Digest Content Creator Intern

PRODUCTION DEPARTMENT

- Technical Production Lead Intern

The Justice Beat Talk Show's Next Generation Media Internship Program (NxGen Media)

- Technical Production Assistant Intern
- Production/Booking Assistant Intern
- Research/Writing Intern
- Content Writer

MARKETING/SALES DEPARTMENT

- Data Analytics/Metrics Intern
- Advertising/Sponsorship Intern
- App Management Intern

HOW TO APPLY:

Send a resume, cover letter, and portfolio of work product(s) to:
producer@thejusticebeat.com.

Please indicate in your letter of interest, your availability (e.g., hours, days, etc.). Also, state whether you are interested in internship opportunities for Summer 2020, Fall 2020, or Spring 2021

- Summer 2020 application deadline: May 15, 2020
- Fall 2020 application deadline: August 1, 2020
- Spring 2021 application deadline: November 15, 2020

Required Hours during Academic Year: 10-12 per week. Negotiable days and times (Monday – Thursday). **Note:** Must be available for “**mandatory**” pre-production planning (Fridays from 1:00 p.m. – 3:00 p.m.) and on Saturdays from 9:30 a.m. – 11:00 a.m. for live broadcast. During the Summer months, required hours 15-20 hours/week (Monday-Thursday) and availability to participate in weekly production team meeting and Saturday live-tapings as mentioned above. **Internship Benefits: Performance Evaluation, Certificate of Completion, and Letter of Recommendation.**

L. Elaine Sutton Mbionwu

Creator/Executive Producer/Host & NxGen Media Internship Director

The Justice Beat Talk Show - WJBR-DB

E-mail: producer@thejusticebeat.com

Website: <https://www.thejusticebeat.com>

FB Show Page: <https://www.facebook.com/justicebeat2day/>

FB Online Community Forum: www.facebook.com/groups/justicebeat

IG, IGTV, and Twitter: @justicebeat2day

YouTube: bit.ly/31HNbQd (All past episodes archived and ICYMI on-demand replay Wednesdays at 6:30 p.m. CST)

The Justice Beat Talk Show airs weekly on Saturdays from 10:00 a.m. - 11:00 a.m. CST via Facebook Live-stream

