

# QUOTE-UNQUOTE INC.

## Intern Application



APPLICANT INFORMATION			
First Name	Last	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Intern Position Applying for? (Circle One)	Programming	Training	Promotions   Studio   Field
What skills do you bring to the position?			

What do you want to learn here?

What days & hours can you commit to interning?

When can you start?

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

### EMERGENCY CONTACTS

*Please list three professional references.*

Full Name	Relationship
Address	Phone (     )
Full Name	Relationship
Address	Phone (     )

### ANY MEDICAL CONDITIONS

### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

## **INTERNSHIP POSITIONS**

Internships are available at Quote Unquote, Inc.(QUQ), the non-profit operator of Public Access TV, Community Cable Channel 27 & Encantada TV Channel 26. QUQ is a Community Media Center that provides training, equipment and facilities for studio and field production, Final Cut Studio post-production on a Mac G5 platform and Pro Tools audio recording production, including a soundproof audio recording booth. The interns will be required to crew and produce informational and instructional videos, as well as outreach to various community organizations. Interns do not need extensive prior production experience.

### **Production Internship**

Express your creativity while building your portfolio! Interns are needed to crew and/or edit for the following QUQ productions

- The "QUQ Board Show"
- The QUQ training department needs:
  - Instructional video productions
  - Outreach PSA productions
- A host or hostess, a floor director, a show topic and guest coordinator, and set design for "City Views", a QUQ sponsored production, which airs once a month, and is produced by the training department and new students.
- QUQ general community PSAs

### **Programming Department/ Master Control Internship**

Under the supervision of the Director of Operations and the Programming Coordinator, the intern will be responsible for programming, switching and monitoring live, pre-recorded and satellite feeds on Community Cable Channel 27. Intern will also assist the Programming Coordinator with updating the programming schedule to TV Guide Channel 19. Other responsibilities include updating the Video Bulletin Board with public service announcements using Photoshop and a Character Generator. Interns will also assist Master Control with monitoring programming for proper audio and video levels and log program data. For more information call John Ortiz, Director of Operations at 243-0027 or Mike Trujillo, Programming Coordinator at 243-0027 ext 20.

## **Training Internships:**

Under the supervision of the Media Ed. Coordinator and Training Dept. staff, the intern will be responsible for assisting the Training Department in producing instructional videos, informational outreach videos and Public Service Announcements. Interns will also assist in updating training manuals to prepare manuals for Spanish language translation. Additionally, interns will assist with outreach and media literacy presentations to various community organizations and educational institutions (elementary, middle and high schools, colleges, universities). Those interested in becoming media education, studio, field and post-production trainers will shadow trainers and assist with carrying out trainings. (Spanish language speakers are encouraged to apply for outreach and training to the Spanish language community).

QUQ Training Department production needs:

- Instructional video production crew and editors
- Outreach PSA production crew and editors
- A host or hostess, a floor director, show topic and guest coordinator, and set design for "City Views." City Views is a QUQ sponsored production, which airs once a month, and is produced by the training department and new students. City Views is a variety show which features community events, organizations, topics of interest, artists, and musicians.

Training Department interns will have their production training paid for in studio and field production and basic Final Cut Pro post-production . Interns do not need extensive prior production experience. For more information call: John Ortiz, Director of Operations at 243-0027 or.

## **Promotions/Publications Internships:**

Under the supervision of the Media Ed / Information Systems Coordinator the intern will assist with updating the website using Dreamweaver and other web and video production tools (Flash, Photoshop, Final Cut Pro / Imovie). The intern will post training department productions to the station's YouTube and Myspace to increase awareness about QUQ and traffic flow to QUQ's website. The intern will also assist with updating the quarterly program schedules and descriptions, create and add animated web banners, and post news updates and links. Other responsibilities include adding current Video Bulletin Board images to the website. For more information call: John Ortiz, Director of Operations at 243-0027 or Colleen Gorman 243-0027 ext 12.

Under the supervision of the Programming Coordinator the intern will assist with updating the programming schedule to TV Guide Channel 19 and the newsletter program guide. Other responsibilities include assisting with the newsletter production and mailing, and updating the Video Bulletin Board with public service announcements using Photoshop and a Character Generator. For more information call: Colleen Gorman, Media Education Coordinator at 243-0027 ext 12 or Mike Trujillo, Programming Coordinator at 243-0027 ext 20