

# Internship Opportunities



City of Phoenix



# City of Phoenix

The city offers many internship opportunities for energetic, talented and highly motivated students and professionals. Some internships are paid, others qualify for college credit. They range from a few weeks to more than a year. Aviation, Human Services, Parks and Recreation and the City Manager's Office are among the departments that offer internships.

Several programs are nationally recognized, including the Phoenix Management Intern Program for graduate students in public administration, business administration or a related field.

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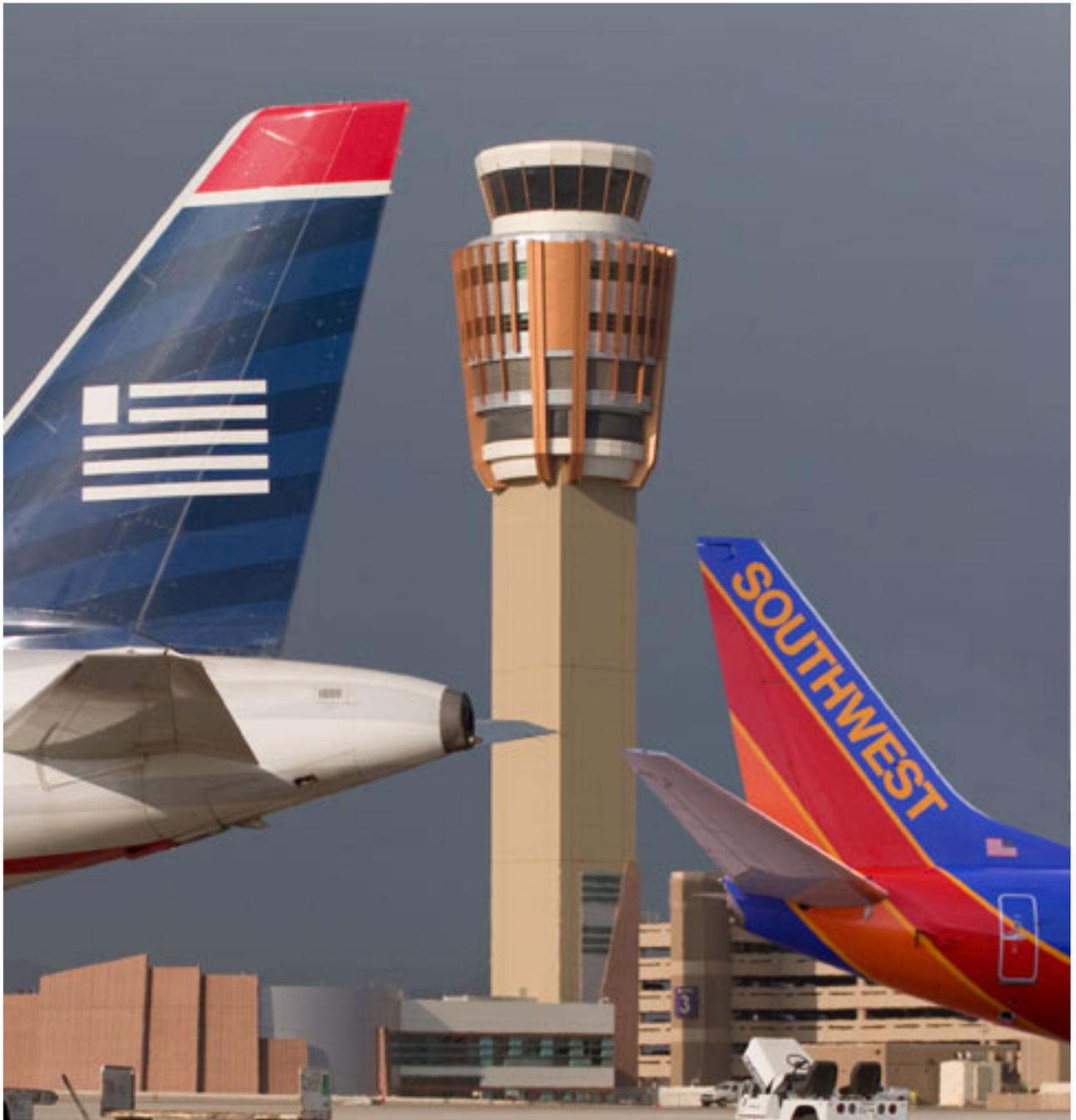
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# Aviation

This 18-month internship program provides real world experience in operating and maintaining one of the busiest airports in the world.

The successful intern will receive extensive training and gain valuable aviation industry experience by completing administrative and operational projects in the numerous divisions involved in operating Sky Harbor International Airport.

The recruitment period for Aviation internships runs from November to late December.





## Human Services: Family Advocacy Center

The Family Advocacy Center Intern Program provides interns with valuable field experience and exposure to critical aspects of a comprehensive service delivery system. The Intern Program enhances victims' services and creates a mechanism to achieve the center's long-term service delivery goals.

### **Program Requirements**

Interns must be currently working toward a bachelor's or master's degree in social work, criminal justice studies, psychology, counseling or related program. Other degree programs may be considered on an individual basis. Assigned tasks and responsibilities will be closely linked to school requirements and curriculum.

The Family Advocacy Center Intern Program Brochure provides more information for this program.



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# Human Services: Education

## **Overview**

The head Start Birth to Five Program provides interns with valuable field experience and exposure to critical aspects of a comprehensive early learning program. Experiences are individualized based on the program of study but may include: direct service, providing professional development opportunities, job shadowing, visiting sites, attending various meetings.

## Requirements

Interns must be currently working toward a bachelor's or master's degree in social work, education, psychology, counseling, nutrition, health, or a related program. Assigned tasks and responsibilities will be closely linked to school requirements and curriculum.

- A valid driver's license is required.
- A fingerprint clearance card is preferred to maximize the experience.



# Finance

## Opportunities

Internships are available to students entering their sophomore or junior year in college and attend an accredited college or university.

- Business Analyst
- Buyer
- Financial Accountant
- Financial Accountant - Financial Analyst

## Targeted Majors

- Finance
- Accountancy
- Supply Chain Management
- Economics
- Public Service and Public Policy
- Business Administration
- Computer Information Systems
- Business Management
- Sustainability

\*\*Other majors may apply based on internship requirements

## **Timeframe**

Internships are available during the summer and fall and range from 8 to 12 weeks, depending on the internship and your school schedule. Summer internships generally run from the beginning of June until the end of July or mid-August. Fall interns are generally employed from September through November.

## **Orientation and Training**

Ensuring you have a successful internship experience is very important to us. Since government finance will present a new challenge for interning students, equipping you with foundational knowledge about the public sector is a critical component of our training program.

The first week of the internship will be spent in "Finance 101" where interns will be immersed in the organizational culture. Training will be provided on the SAP Financial System, city policy making, the budget process and a general overview of Finance Department business operations. Functional and technical instruction specifically related to your core business sector will also be provided.

## **Practical Work**

In addition to your formal training, you'll be learning important things like effective writing, presentation and teaming skills right on the job.

Our intern assignments are as varied as our eight lines of business. You'll gain exposure to a variety of divisions and projects. This will give you insight into the world of government finance. Your work may include multi-million dollar procurements tax audits, acquisition of real estate, working on a bond/investment deal, helping to implement technology to improve operations or conducting internal control reviews on an audit. No matter which opportunity you chose, you will definitely contribute to the success of Finance's core business strategies.

## **Rotational Assignments**

Interns will learn various aspects of public sector (government) financial practices by rotating through various divisions within the Finance Department. Interns will have the opportunity to select which business sectors they'd like to learn about. A rotational assignment can include between two to four areas, depending on the length of the internship.

## **Teaming**

Collaboration is very important to the City of Phoenix. Our interns will benefit from the knowledge, and experience of our managers, industry experts and executives. Teamwork opportunities allow interns to showcase their communication, presentation, and leadership skills, while receiving guidance and support from their workgroup. Diverse ideas and different perspectives are important to the success of any organization; as the sixth largest city in the country, Phoenix is looking to recruit future leaders through our internships. Here's your opportunity to shine!

## **Innovation**

Interns will have an opportunity to improve current business processes with the use of technology. Help us use social media, update our website and become more efficient in our daily operations by implementing cutting edge technology in our business. We want to be transparent to our customers; you can help us accomplish this feat.

## **Mentoring, Coaching and Development (MCD)**

A three-pronged approach, the MCD aspect of the internship pairs you with mentors and a team of professionals to provide coaching and development.

Each intern is paired up with a mentor at the start of their internship experience to offer guidance and help answer day-to-day questions about the culture and environment of the Finance Department. Your mentor will be an experienced leader who knows the organization and is committed to helping you excel in your career.

You will also receive coaching and career development throughout your assignment to enhance your skills and



to help you reach a higher level of performance on your projects. The MCD component of the internship is valuable in assisting you to identify future career opportunities.

## **Shadowing Experience**

A very important component of the Finance Department's internship experience is providing a realistic job preview of both the profession and the city of Phoenix. During the internship, you will have the opportunity to work on critical projects with department leaders, as well as to shadow other Finance Department professionals, including the Chief Financial Officer. The shadowing experience allows you to understand the roles and vision of executive leadership in the department while learning how the work of Finance Department supports the overall success of the city of Phoenix.

## **Feedback**

A rewarding and challenging internship experience means there's a successful partnership between the Finance Department and you. An Intern Liaison will be available to help structure the internship, identify areas of opportunity and coordinate internship activities. He or she will be your main point of contact during your time with us and will be responsible, along with your mentor, for helping you develop professionally and personally.

## **Community Service**

Giving back to the community is an important tenet of the city of Phoenix. With over 60 boards and commissions and numerous volunteer opportunities citywide, you will have an opportunity to demonstrate support for the Phoenix community by participating in community service projects.

Group projects such as Community Service Fund Drive, neighborhood revitalization, work with seniors, literacy initiatives, working in after school programs and so much more are available. You will experience activities that provide you with a means to network and socialize citywide and outside of your day-to-day responsibilities. Building successful relationships while supporting community initiatives are a winning combination that will be instrumental to your overall professional development.

## **Relationships**

Along with the more than 200 employees in the Finance Department, the city of Phoenix has over 14,000 employees and numerous interns and volunteers working in a variety of departments throughout the organization. As an intern, you will have the opportunity to make contacts and form relationships you can use throughout your career.

Your network can range from senior level executives to other interns. To help strengthen these relationships, we recommend you get involved in the many opportunities and events available to you.



# Management Intern

## About the Program

The city of Phoenix Management Intern Program is a nationally recognized program that has been training future municipal leaders since 1950. This will be the 67th class of the program. More than 179 former participants have achieved success in all levels of government as well as in the private sector. If you are interested in a rewarding and challenging public service career, this is an excellent opportunity to apply to work in an award-winning, world-renowned municipal corporation in one of the fastest growing metropolitan areas in the United States.

Our full-time program is similar to a one-year, paid fellowship. The current recruitment is open to talented individuals holding a master's degree or those who will satisfactorily complete all coursework for a master's degree by June 27, 2016. City employees are encouraged to apply.

The program is designed to attract, develop and retain talented individuals with an interest in a local government management career. This program gives selected participants the opportunity to observe firsthand the efforts of a large city government working to resolve some of its most pressing issues. Our program is unparalleled in terms of the opportunities participants will have to meet and network with executives and managers. Successful participants are highly recruited by departments to fill available city jobs, and many of our top-level executives began their career with the city in this program.

## The Year-Long Program

If selected, you will learn about every facet of a large, urban, complex city operation from the ground up. During this exciting, and fast-paced year, you will:

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- work on a variety of assignments and projects that affect our community of 1.6 million residents.
- gain exposure to innovative best practices in an our award-winning organization through your rotations in the City Manager's Office and a department that provides direct service to the community.
- participate in the process of setting city policy by staffing City Council meetings.
- use research and writing skills by studying an issue, recommending solutions and drafting a management report.
- work directly with residents and city staff on service delivery to the public.

Some of the projects completed by past participants include:

- Providing staff support for the Pension Reform Task Force;
- Conducting benchmark studies on weighted voting in regional governments;
- Assisting in developing the city's Sustainability Action Plan;
- Analyzing best practices for apprehending real time graffiti vandals;
- Developing a project-tracking database for the 2010 Census Complete Count Committee activities.

## Salary and Benefits

The 2016-17 Management Internship compensation includes a salary of \$40,310 and benefits.

## After the Program: Building a Career

More than 179 former interns have achieved success in all levels of government and the private sector. Many of our top-level executives and managers began their career with the city in this program including city manager, deputy city manager, public transit director, deputy chief of staff to the mayor, assistant public works director, deputy city clerk, deputy public transit director, and deputy public works director.

Successful interns are highly recruited by city departments to fill available city jobs though a city job after the internship is not guaranteed. The management intern position is the entry level to the following career track:

- Management Assistant I (\$44,678 - \$66,518)
- Management Assistant II (\$60,174 - \$89,856)

## Become a Management Intern

### *Requirements*

A master's degree or the completion of all coursework towards a master's degree by June 27, 2016.

### *How to Apply*

To find a detailed listing of application requirements and to apply, go to the Management Intern job announcement posted on the city's current job opportunities portal. The recruitment for the 2016-17 internship program closes, Monday, Jan. 25, 2016.

### *The Selection Process*

- We typically receive more than 125 applications a year from talented individuals of all backgrounds from throughout the United States and the city organization.
- The city usually selects two to three individuals a year. They will work together as a class and on individual assignments throughout the program year.
- Application packets will be evaluated on all completed materials submitted. This will include successful presentation of requested information and job-related factors such as writing skills and commitment to public service or local government.
- The results of the initial screening process will be sent to your primary email address.
- March 2016, 8-12 semifinalists will be invited to an interview.
- Selections are anticipated to be made in April 2016.

## **About Phoenix**

Phoenix covers nearly 520 square miles and has a population of more than 1.5 million, ranking it sixth in the United States. While Phoenix is the corporate and industrial center in the Southwest, it has retained its long-time reputation of friendliness and citizen involvement in government.

### *Vibrant Downtown Core*

The city has many new projects and activities in its increasingly vibrant downtown core. Downtown Phoenix features theatres, major sports arenas, a newly expanded Phoenix Convention Center, the Phoenix Biomedical Campus, and the growing Arizona State University Downtown Phoenix Campus and University of Arizona College of Medicine. Connecting the downtown core to the rest of the Phoenix area will be the new light rail transit system.

### *A Great Place To Live*

Our 300 days of sunshine a year provide the perfect landscape for experiencing the rich diversity of things to see and do in Phoenix. We have everything from world-class hotels and resorts to exhilarating adventure, breath-taking golf courses, trendy shopping, modern nightlife and enriching culture. About one in four residents belong to an emerging ethnic group, bringing traditions, beliefs and values that enhance the city's social fabric. We are home to the Phoenix Suns, Phoenix Mercury and the Arizona Diamondbacks. The Valley hosted the 2008 and 2015 Super Bowls and the 2009 NBA All-Star game and the 2011 MLB All-Star Game.

### *Council-Manager Form of Government*

Phoenix operates under a council-manager form of government. The Phoenix City Council is comprised of the mayor and eight council members, who serve as the legislative and policymaking body of the municipal government.

The city manager works closely with the mayor and council members to assist them in formulating policies and programs. Overseeing approximately 14,500 city employees, the manager is responsible for the efficient ongoing operation of all city services as set forth by the City Council. Interns will have the opportunity to work in the City Manager's Office with the city manager, the assistant city manager and deputy city managers on various projects.

### *An Award-Winning City*

The work of the City Council, city staff and many community volunteers has earned Phoenix both national and international recognition over the years.

Honored for its commitment to excellence, Governing magazine recognized Phoenix as the best-managed city in the United States in 2000. Phoenix received this acclaim for its success in the areas of human resource management, capital management, managing for results, financial management, and information technology management.

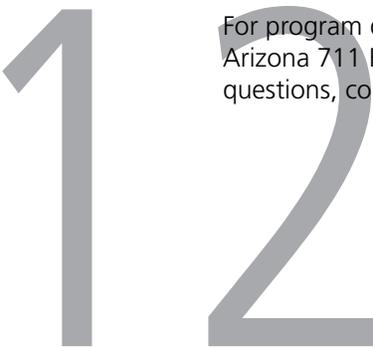
In addition to its five All-America City titles, Phoenix won the 1993 Carl Bertelsmann Prize, a prestigious international competition that recognized the best-run city government in the world. Phoenix, which shared the prize with Christchurch, New Zealand, was praised for its highly efficient and customer-oriented programs.

The 2012 Community Attitude Survey showed 87 percent of Phoenix residents were satisfied with the city's service delivery and 93 percent of residents rated Phoenix as a good place to live.

The 2011 Employee Opinion Survey showed 93 percent of city employees rated Phoenix as a good place to work.

## **For More Information**

For program questions, contact Julie Flaskerud in the Budget and Research Department at 602-262-4800 (Arizona 711 Relay Friendly), or by e-mail at [budget.research@phoenix.gov](mailto:budget.research@phoenix.gov). For personnel or application-related questions, contact the Human Resources Department at 602-262-6277.





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# Parks and Recreation

## Overview

The Parks and Recreation Department Internship Program is designed to bridge the gap between formal academic training and practical work experience. Interns are integrated into the work force and become engaged in daily issues confronting professional staff in a public sector setting. Throughout the internship the department endeavors to:

- Provide the student an opportunity to integrate theory and practice to his/her professional education, by encouraging the exchange of insights between the professional agency and the student.
- Provide the student an opportunity to promote and expand his/her philosophy and understanding of the parks and recreation profession; and to gain experience within a recreation setting.
- Help the student to gain an understanding and appreciation of the roles, duties and responsibilities of a full-time professional and the people they serve.
- Help the intern build networking skills.

Some areas of internship opportunities may include community center operations, recreation, youth sports, youth/teen programming, aquatics, parks development (landscape architecture), parks maintenance, forestry, horticulture trades, trails/preserves, parks administration, FitPHX and special project areas.

## Program Guidelines

Internship recruitment occurs three times for the spring, summer and fall semesters. The recruitment is posted on the City of Phoenix job site. Posting dates usually occur in March, June and October. When responding to the posting, be prepared to submit a resume and cover letter.

Internship positions are part-time positions up to 20 hours per week, and paid at the Arizona minimum wage rate. If your school's internship requirement is greater than 20 hours per week, please contact us at the email and/or phone number below.

Questions about the Parks and Recreation Department Internship Program can be sent to [receptionist.pks@phoenix.gov](mailto:receptionist.pks@phoenix.gov), or call (602) 495-5937.

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# Phoenix Convention Center

## **The Program**

The Phoenix Convention Center Internship program provides interns with valuable “hands on” work experience and exposure to various elements of the tourism and hospitality industry. Interns will have an opportunity to contribute to the mission of the Phoenix Convention Center & Venues while learning from industry experts.

## **Program Requirements**

The Phoenix Convention Center & Venues offers internship opportunities in several divisions to assist with marketing/communications, events, guest experience, venue management, sustainability and special projects.

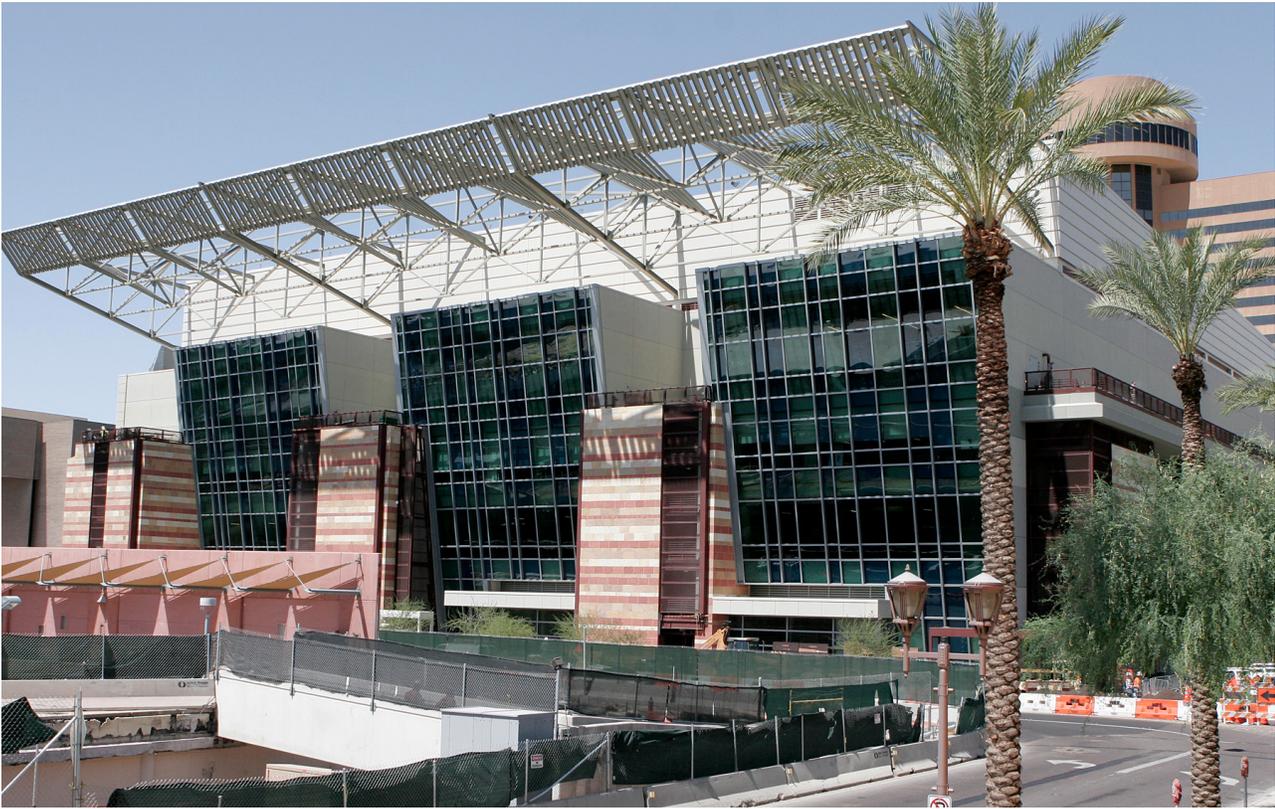
Enthusiastic college Juniors, Seniors or Grad students with creative ideas, previous internship experience and an interest in hospitality & tourism are encouraged to apply.

Duties may include writing/editing projects, creating collateral materials, customer service, crowd management, event support, media relations, research, report writing and so much more.

Interns should be available to work a minimum of 12 to a maximum of 20 hours a week. Schedule is flexible and can be coordinated around classes; however, interns need to be able to work at least two days a week.

This is an unpaid internship. The Phoenix Convention Center partners with several colleges and universities to offer students course credit. Upon successful completion of the internship, interns will receive a letter of recommendation and professional staff references.

Interested students should forward their resume and a writing sample to the Phoenix Convention Center Communications Director, Cynthia Weaver, at [cynthia.weaver@phoenix.gov](mailto:cynthia.weaver@phoenix.gov).



## COPS

“Thank you for giving me the opportunity to volunteer with the PD. It’s been an amazing experience and I look forward to continue working with the department and continuing to better round myself as a person and career wise. This experience has taught me a lot and I have some memories that I’ll never forget.”

-- Jason Truhlar, Western Illinois University

### To Apply

[Volunteer Background Application](#)

### Qualifications

As an intern with the Phoenix Police Department, you must meet certain qualifications to be accepted into our program.

- You should be either a first or second semester Senior and meet your College or University requirements for a credited internship with the Phoenix Police Department.
- You must have no felony convictions and have a history of good personal conduct.
- You must meet Phoenix Police Department drug standards.
- Have fewer than 8 driving violation points, fewer than two chargeable accidents, no convictions for DUI and no loss of license as a result of a moving violation, within the previous 36 months.

The Phoenix Police Department continues to offer an internship program to students wishing to gain experience that will prove to be invaluable on their way to obtaining a career in government.

**Purpose:**

This policy establishes the organizational structure of the Student Internship Program.

**Scope:**

This policy applies to all personnel within the Employment Services Bureau who deal in the selection and supervision of the Internship Program.

**General Direction:**

This policy outlines the procedure for processing Student Intern Applicants including recruitment, placement and supervision as it pertains to the Employment Services Bureau. The primary role of a student is a support function.

**Detailed Procedures:**

1. Employment Services Bureau will oversee the Internship Program. Students will be considered for the Fall, Spring and Summer sessions.
2. Inquiries: The Phoenix Police Department will accept internship applications from in state and out of state college and university students. A letter of introduction and approval must be obtained from the school being attended by the applicant. The letter should specify the following:
  - a. Curriculum (student's major course of study).
  - b. Student status (applicants should be a first or second semester senior at a major University or second semester sophomore if in Junior College.)
  - c. Anticipated graduation date (month and year).
  - d. Number of credit hours being sought through the internship (3, 6, 9, 12, 15 credit hours.)
3. An Employment Services Background Investigator will process Student Interns. Student interns will be processed as follows:

- a. Prescreening interview (by telephone for out of county and out of state applicants).
  - b. Completion of background questionnaire by the applicant and subsequent interview with the Employment Services Background Investigator to review questionnaire for completeness and accuracy.
  - c. Fingerprinting occurs after questionnaire interview.
  - d. Customary records check and background.
  - e. Polygraph examination.
  - f. Controlled substance screening.
  - g. File approval by Recruiting Unit Sergeant.
  - h. Placement if file is approved (notify student if application is denied).
4. Placements: Once the student has successfully been processed, the Volunteer Coordinator will find a suitable assignment for the intern. Any Bureau or Precinct within the Department may request an intern. The Bureau or Precinct with the greatest need at the time of placement will be a determining factor as to where the intern is placed.
- a. The Bureau or Precinct receiving the intern will be responsible for the intern's duties while completing the internship. Supervisors responsible for the intern should utilize the intern in the most beneficial way possible and supplement their academic assignment with police type functions, such as patrol ride-alongs, a shift in the Communications Bureau, and other temporary assignments that would round out their internship.
  - b. Interns may operate police vehicles to run errands, etc. A driving record assessment form (P.D. Letter 96) should be completed by the intern's supervisor. Copies of this form are available in the Community and Patrol Services Bureau.
  - c. The intern's immediate supervisor is responsible for completing any of the school correspondence pertaining to the intern's performance. The supervisor should monitor the intern's attendance, skills and abilities, and make overall assessments of the student's progress so that the school evaluations can be completed.
  - d. Discipline issues will be the responsibility of the Bureau or Precinct where the intern is assigned. The C.O.P.S. Coordinator, Employment Services Bureau should be notified of any discipline that may lead to the intern's termination.
  - e. At the end of the semester notice that the student successfully completed the internship should be forwarded to the Employment Services Bureau by the Precinct or Bureau where they were assigned.
5. Records: Employment Services Bureau will maintain a record of the applicants who apply for and complete an internship with the Department.

## Opportunities

The primary role of a Student Intern is a support function, i.e. clerical, data entry and research. Opportunities for observing and assisting in investigations and other activities will be afforded as time permits.

[Competitive Cold-Case Internship Job Description](#)

[Competitive Counter Terrorism Internship Job Description](#)

## F.A.Q.

### 1. Can I e-mail or fax my application?

*No. Per the detailed application instructions and for security and integrity reasons, you can only mail the application to the Employment Services office or deliver it in person.*

### 2. How long does it take to successfully complete the background check process?

*The background check can take anywhere from two to six months to complete. The majority of younger college students typically complete their background investigation sooner rather than later.*

### 3. What can I do to complete my background check earlier?

*The aspect of the background check process that takes the longest amount of time to complete is getting*



*the references returned from friends and co-workers. The sooner they can respond to the investigator's requests, the sooner you will be approved through the process.*

**4. How many hours will I be asked to intern?**

*The number of hours you will intern depends significantly on your school and their curriculum requirements. The typical COPS intern spends 20 hours per week in their assignment. In extremely rare cases, select students can intern 40 hours per week but that is very unique and difficult to facilitate.*

**5. Do you offer paid internships?**

*No.*

**6. Can I continue on as a COPS volunteer once my internship ends?**

*Yes. The majority of the students who intern develop close networking relationships with several members of the sworn and civilian employees in their assignment. Those same interns typically convert to volunteers after their internships conclude and they continue to contribute towards the program and the department.*



## Public Works Administration

### **Solid Waste Administrative Internships**

The Solid Waste Administrative Internship Program attracts graduate-level students interested in a solid waste management, sustainability and environmentally focused career within the public sector. Interns assist management staff in researching and implementing innovative solid waste practices designed to increase operational efficiency within the program and enhance solid waste services for customers.

New recruitment is currently underway and the application will close end of April 2016. The internship term is from May/June 2016 and will run for one consecutive year, etc. Resume and cover letter are required. The recruitment is posted on the [City of Phoenix job site](#).

Download the [printable brochure](#) now, for more information.

For more information about the internship opportunities, please email [ReimaginePhoenix@phoenix.gov](mailto:ReimaginePhoenix@phoenix.gov).



# Communications Office and City TV Internships

## Communications Office

The functions of the Communications Office include:

- Assisting city departments and the Mayor and City Council in communicating the goals and activities of city government
- Operating PHXTV, the city's public information cable channel, and know99, the education channel
- Partnering with the city's Information Technology Services in governance responsibility for the city's official website, phoenix.gov
- Coordinating citywide Marketing Partnership Program, which establishes partnerships with companies to generate revenue for the city
- Acting as the official voice of the city of Phoenix on social media channels
- Overseeing the use and protection of the city's official corporate symbol

PIO internship opportunities include assisting with the Marketing Partnership Program and with communications for our elected officials. Call 602-262-7177 for specific information regarding these internships.

## PHXTV

PHXTV is our local cable television station delivering news and information about the city of Phoenix, cablecast on Cox Communication and on the web at [phoenix.gov/phxtv](http://phoenix.gov/phxtv).

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## **Social Media Intern**

The Social Media Intern will push PHXTV content to multiple social media networks, keeping PHXTV active as participant in social media dialogue. PHXTV plans to engage in all facets of social media.

Additional duties and opportunities include:

- Enterprising ideas relating to social media
- Developing content & editorial calendar
- Using Final Cut Pro – compressing video for web
- Updating web pages in Sharepoint 2013
- Assisting on video shoots – on location & studio production

### *Schedule*

Flexible. 8 a.m. to 5 p.m. Monday through Friday.

### *Requirements*

Valid driver's license and completing a background check.

### **Contact Information**

Deborah Sedillo Dugan

PHXTV Station Manager

602-261-8937 (office)

Deborah.Sedillo.Dugan@phoenix.gov

## **Production Intern**

Production interns will learn value of having a game plan, but also having a Plan B, as television production is all about adapting on the fly. Find out if you have what it takes to be a part of the PHXTV team.

### *Duties*

- Work with PHXTV staff in both studio and field assignments
- Assist staff with studio lighting, camera work, floor manager duties, graphics and other production tasks as needed
- Assist production staff on-location with camera, lighting and audio tasks
- Learn how to set up and tear down any and all production projects

### *Expectations*

- Interns need to be willing to work hard, dress for production work. We will be climbing ladders in studio and moving equipment from production vans to sites, etc.
- Being on time for Crew Calls is extremely important in TV production world Interns will get valuable experience learning from professionals about audio, camera, lighting and how to manage and organize production tasks
- Suitable attire will be needed, and will be defined at the interview. Keep in mind that production attire is "behind-the-scenes" clothing, as we are NOT on camera talent.

### *Schedule - Flexible*

We benefit most if interns can schedule more than one shift per week.

- PHXTV hours: 8 a.m. to 5 p.m., Monday through Friday
- Intern hours: Four to six hour shifts, two to three days per week

### *Requirements*

- Valid driver's license and complete a background check
- Ability to lift TV equipment of up to 50 pounds

### **Contact Information**

Deborah Sedillo Dugan

PHXTV Station Manager

602-261-8937 (office)

Deborah.Sedillo.Dugan@phoenix.gov

## **Associate Reporter/Producer Intern**

PHXTV seeks interns who are: professional, available and open to the project/task of the day. We appreciate: initiative, creativity and enthusiasm - find out if this describes you!

### *Duties*

- Work with both station manager and executive producer on projects
- Handle research for topics
- Shot-sheet footage
- Transcribe interviews
- Accompany staff on field shoots
- Run studio cam during interview/discussion programs on occasion
- Set-up shoots and interviews
- Handle reporter assignments based on ability
- Handle on-camera assignments [work as “talent” if qualified]
- Script-writing
- Prep packages for edit: pull appropriate sound-bytes and b-roll
- Work with editor to carry project to completion

### *Work Schedule - Flexible*

We benefit most if interns can schedule more than one shift per week.

- PHXTV hours: 8 a.m. to 5 p.m., Monday through Friday
- Intern hours: Four to six hour shifts, two to three days per week

### *Requirements*

Valid driver's license and Social Security card. Must complete city background check.

### **Contact Information**

Deborah Sedillo Dugan

PHXTV Station Manager

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