



Internships at CBS Radio in Boston are offered to college sophomores, juniors and seniors, as well as graduate students who are interested in a career in broadcasting. Typically participants major in communications or journalism, but broadcasting is comprehensive enough to interest students who major in English, History, Political Science, Fine Arts, Marketing, Computer Science and other studies. There are many departments within Infinity and many different opportunities for internships.

REQUIREMENTS AND PROCEDURE:

Prospective interns must be the following:

- College sophomore, junior, senior or graduate student who can receive **academic credit** for their internship.

Prospective interns must complete the enclosed application form and return it with the following:

- A resume detailing previous work experience and education.
- An official transcript
- Section III of the application completed by the student's advisor verifying:
 - The student's academic standing
 - The number of credits to be earned for the internship
 - The minimum number of hours required by the student to receive these credits
 - The school's requirements for term papers and written supervisory evaluation for the internship

Internships are available for all semesters, throughout the year.

Intern applications are generally accepting starting:

- October for Spring Semester
- March for Summer Semester
- July for Fall Semester

Send your application and all appropriate paperwork to:

WBZ AM Internship Program
1170 Soldiers Field Rd
Boston, MA. 02134

Students are required to interview for their internships.

This will be a meeting at the station with the intern managers.



ONCE ACCEPTED INTO THE PROGRAM, INTERNS MUST:

- Work a minimum of fifteen (15) hours per week.
- Receive no monetary compensation, regardless of the number of hours scheduled.
- Sign an “Acknowledgement of the Terms & Conditions of Infinity Internships.”
- Attend an orientation meeting with the Intern Program Managers.
- Abide by union jurisdiction rules, where applicable. (Hands-on operation of technical equipment is sometimes prohibited. However, in most departments, an intern can operate any technical equipment except when the resulting material will be broadcast by WBZ.
- Ride in company vehicles only when a seat with a seat belt is available.
- Attend a Department Head seminar to learn about the functions of the many different departments within Infinity/Viacom.
- Cover all transportation costs (except costs incurred while traveling for business purposes requested by the station), meals, and any other financial obligations.
- Submit a mid-semester review and a final review.
- Park their cars in the visitors’ parking lot in front of the building.
- Receive an Internship ID within the first week of the start of the internship.

INTERN POLICY:

The help we receive from the student interns is a privilege, and not entitlement. The relationship enhances the efficiency of the station. In return, we have an obligation to give back to the students a unique career experience of equal value (at least) to the effort they invest.

EEO Policy. It is the policy of Infinity not to discriminate in its employment and personnel practices because of a persons’ race, color, religion, sex, national origin, age or physical or mental handicap. Discriminatory employment practices are specifically prohibited by the Federal Communications Commission. If you believe that your equal employment rights have been violated, you may contact the FCC in Washington, D.C., 20054 or other appropriate state or local agencies.



INTERNSHIP DESCRIPTIONS

WBZ AM: NEWS

Assist WBZ Newsradio News department in news gathering, writing, audio production, and administration. Learn how a station dedicated to 24 hours of news and talk operates in all aspects. Days needed: Monday – Friday 8am – 11pm, plus possible weekend work (flexible).

WBZ AM: PROGRAMMING

Learn how to produce and book radio talk show, set up remote broadcasts, and assist with radio programming administrative tasks. Work on special projects. Learn use of radio broadcast equipment. Days needed: Monday – Friday 9:30 – 6pm (flexible), some weekend work.

WBZ AM: SALES PROMOTIONS

Assist the Sales and Promotion Departments with the creation, development and execution of promotion campaigns for radio advertisers. Learn how to successfully execute on-site appearances, plan station events, and assist with daily prize distribution. Days needed: Monday – Friday (occasional weekends).

WBZ AM WEB INTERN

Assist Webmaster in site development, design and upkeep. Computer knowledge is a must. Learn how web site content is maintained and updates, use HTML, help design graphics for the site, learn how ad space is used by the sales departments and answer or forward numerous daily email requests. Develop skills in current web design/publishing software, including Adobe Photoshop, Allaire HomeSite, Netscape Navigator/Communicator, Microsoft Internet Explorer as well as Microsoft Office. Days needed: Monday-Friday.