PBS Book Internship

Who We Are:

WTVS Detroit Public Television (DPTV) is the viewer-supported PBS member station serving the nation’s 11th largest television market. We operate Channels 56.1, 56.2 Detroit PBS Kids, 56.3 Create and 56.4 World, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Classical and Jazz Educational Radio, LLC. Our vision is to educate, entertain and inspire, in partnership with our community.

DPTV is notably active in the community producing local programs that showcase arts, culture, news and analysis; and educational outreach campaigns that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. We are committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment. We strive to maintain a diverse workplace representing the communities that we serve.

We are actively pursuing dynamic and diverse team members to join us in the role of PBS Books Intern in Wixom, MI.

What You’ll Do:
The PBS Books Intern reports to the Production Department, and is mentored by unit staff. The PBS Books intern role will involve monitoring PBS Books Facebook “Readers’ Club”, supporting social media initiatives, assisting the PBS Books Library Bureau Chief’s role through administrative work, maintaining the database of PBS Books interviews, and more.

Essential Functions:

• Monitor the PBS Books “Readers’ Club” daily on Facebook, approving or denying posts, adding new members, responding to member questions & concerns, keeping up-to-date with the demands of the page
• Support communications team during live PBS Books events
• Maintain the database of PBS Books interviews in an organized & categorized manner
• Support the PBS Books Library Bureau Chief with administrative tasks, research, and library outreach and communications.
• Attend weekly PBS Books meetings
• Act as an Assistant Producer as needed for any PBS Books content/productions
• Other duties as assigned

Skills

• Excellent oral, written, and organizational skills.
• Familiarity with Microsoft Word, Excel, Outlook.
• Excellent online research skills.
• A general sense of administrative management.
• Familiarity with Facebook and other social media platforms preferred

Interns should also possess the ability to work independently, meet deadlines, take initiative, and must be able to function effectively with a team in a fast-paced environment.
Qualifications:

- Enrollment in a university or vocational tech training program.
- Pursuing a communications, library science, marketing, or related degree.
- Ability and willingness to work mandatory 20 hours per week, minimum 3 days, with a 16 week commitment.

What You’ll Get:

- Amazing hands on experience working on a national multiplatform initiative
- Opportunities to serve our mission and community.
- Great work environment.

Intern applicants must be currently enrolled at a college or university, or have recently (within past 6 months) graduated with a relevant degree. The internship program is unpaid and focused on education and training.

How to Apply:
Send resume and cover letter to:
HumanResources@dptv.org
Human Resources
WTVS Detroit Public Television
1 Clover Court
Wixom, MI 48393-2247
*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 7/26/2019

Detroit Public Television is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities. The specific statements above are not intended to be all inclusive.