

## Millis Community Media Paid Internship/Production Crew Program

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Millis Community Media offers a paid internship/crew position program to those who are age sixteen and older who are interested in learning media production principals and techniques to produce local programming. Interns/crew will use MCM's digital equipment to cover specified municipal meetings and other programming. Interns/crew persons schedule their training and production work at their own pace. They are expected to crew at least one municipal meeting and one other local production each month. Training is usually completed after two or three productions.

Once the intern/crew person is proficient in all aspects of production, he/she will be paid a stipend for coverage of municipal meetings and sports events. The current stipend is \$30.00 per meeting plus \$9 per hour for any time exceeding 3.25 hours. This rate will increase to \$10 on January 1, 2016. Meeting times vary, but interns should expect to work an average of two-three hours per meeting or sports event. All interns are expected to arrive on time and conduct themselves in a professional manner. They should wear clean, comfortable clothing suitable for the shoot. NO personal electronic devices may be used during a production.

If interns/crew persons are late or miss a production, they are given a verbal warning. Deduction of 50% of pay will occur on a second late arrival. A third late arrival results in termination. If an intern/crew person signs up for a shoot but cannot come in, he/she must find a replacement in a timely manner.

### Meetings Covered:

Selectmen's Meetings – Mondays, call time is 6:45 p.m. for a 7 p.m. live start  
Planning Board Meetings – Tuesdays, usually once a month  
Finance Committee Meetings- Wednesdays during the annual budget hearing process  
Town Meetings-at least two per year, one in the fall, one in the spring  
Call time to set up is 7 p.m. All meetings except Selectmen air live at 7:30 p.m.

MCM Internships may be eligible for school or college credit  
For those who wish to help out from time to time, volunteer opportunities are also available.

For more information please call 508-376-7057.  
Visit our website at [www.millismedia.org](http://www.millismedia.org)

## Millis Community Media Internship Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_ Mobile(optional): \_\_\_\_\_

How did you hear about our internship? \_\_\_\_\_

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List your goals for this internship: \_\_\_\_\_

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List experience or production skills you already have: \_\_\_\_\_

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Millis Community Media’s Internship Program is designed to create opportunities for those with an interest in electronic media to train and engage in hands-on production of live and taped local programming. The program requires that all participants present and conduct themselves in a mature, professional manner. Interns are required to train and learn all procedures and policies of MCM as well as all aspects of the productions which they will be working on. Each intern trains at his or her own pace. Interns are asked to sign up for at least one municipal meeting shoot per month, as well as one or two additional shoots posted on the assignment board. Interns are expected to arrive on time for each production. Attire should be neat, comfortable clothing that is appropriate for the shoot, whether it is inside or outside. Millis Community Media’s Internship Program may be used for academic credit if it meets a school or college’s guidelines.

Date: \_\_\_\_\_

