

Exhibit D

Documentation of Unit Recruitment Initiatives

Recruitment Initiatives Audit

This unit currently has 318 full time and part time regular employees and the market exceeds 250,000, therefore, the unit is required to complete 4 recruitment initiatives in a two year period. This represents documentation of 4 initiatives completed during this 2 year period.

Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment. Below are the names of the individuals at the station involved in supervising these internships in 2014-15

During the Report Term, KQED engaged in the following recruitment initiatives:

- 1. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.**

KQED continued and improved its internship program to help interns gain experience within the broadcast environment while enhancing their skills and/or education inside the classrooms. Pre-selected staff members serve as mentors for the interns.

KQED conducts an ongoing internship program for students. This past year KQED had fourteen types of internships each term throughout various departments including television production, allowing up to a maximum of two interns per type of internship each term. The goal is to help the interns gain experience within the broadcast environment while enhancing their education inside the classrooms. The program changed October 1, 2014 from an unpaid internship to a fully paid internship for periods of six months or longer*. This allowed a more diverse pool of students to apply for the program and enabled selected interns to have a deeper learning

experience with KQED. In January of 2015 we launched the Internship Wrap Around Program which provided opportunities for interns to learn not only about the department that they worked in during their term but also provided the interns with information about public broadcasting and the public media landscape. Internship eligibility requirements, schedules, descriptions, and application procedures can be found at <http://www.kqed.org/about/internships>. The departments that host interns at KQED cover Radio, Television, Online, Education and Marketing. The specific internships and supervisors for the report year 2014-15 were:

Education Services Internship Supervisor – Robin Mencher

Education Production Supervisor – Matthew Green

The California Report Supervisor – Ingrid Becker

Forum Supervisor – Dan Zoll

KQED News Supervisor – Julia McEvoy

KQED Arts (online) Supervisor – David Markus

KQED Science (online) Supervisor – Craig

KQED Presents Supervisor – Lisa Landi

KQED Film School Shorts Supervisor – Lisa Landi

KQED Distribution Supervisor – Lisa Landi

Marketing Communications Supervisor – DeLinda Mrwoka

On Air Creative Services Supervisor – Bridget Louie

Postings for each of these internships are included in the documentation for this audit.

KQED also continued and improved its internship program during the report year 2015-16. We hosted the same internships as in the previous report year noted above and added a new internship in our Corporate Support department which provided opportunities for individuals to learn about careers in underwriting and develop skills in this area.

2. Participation in the following events or programs sponsored by educational institutions relating to career opportunities in broadcasting. These events were attended either by KQED HR Manager, Adrienne Cabanatuan, KQED and/or Human Resources Specialist, Diana Liang

Participated in the following career/internship fairs in 2014-15:

Date	Event/School
September 4, 2014	University of San Francisco
September 18, 2014	San Francisco State University
October 8, 2014	University of California at Berkley
October 23, 2014	California State University East Bay
October 29, 2014	University of California at Santa Cruz
January 29, 2015	California State University East Bay
February, 27, 2015	University of San Francisco
April 3, 2015	San Francisco State University
April 15, 2015	University of California at Santa Cruz

Participated in the following career/internship fairs in 2015-16:

Date	Event/School
April 20, 2016	San Francisco State University
April 13, 2016	University of California at Santa Cruz
February 26, 2016	University of San Francisco
February 24, 2016	San Jose State University
February 18, 2016	University of California at Berkeley
February 10, 2016	Stanford Career Center
February 10, 2016	Career Connections Social at UC Berkeley
January 28, 2016	California State University East Bay
January 20, 2016	CAL Spring Kickoff for Letters and Science Majors
November 3, 2015	University of California at Santa Cruz
October 29, 2015	California State University East Bay
October 14, 2015	University of California at Berkeley
October 1, 2015	Stanford University
September 29, 2015	San Jose State University
September 22, 2015	University of San Francisco

3. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

For the report year 2014-15 KQED provided training to all newly hired managers and supervisors on EEO and Sexual Harassment using our online training system from Lawroom.com. The online training was two hours long and met the California State requirements for AB1825 training. We continue to require all new managers and supervisors to complete this training.

For the report year 2014-15 KQED provided online training opportunities to all employees with a course called Sexual Harassment – It Can Happen Here. This course is designed to make all employees aware of the need to maintain proper workplace behavior and to understand how their actions might affect another employee.

For the report year 2015-16 KQED provided biennial training to all managers and supervisors on EEO and Sexual Harassment. The training was provided by Eric Glassman, Esq. This was an in-person 2-hour workshop that met the California State requirements for AB1825 training. Managers who were unable to attend this in-person session took an online training course that was two hours long and met the California State requirements for AB1825 training. We continue to require all new managers and supervisors to complete this training.

Training materials for the session conducted by Eric Glassman Esq. and copies of the sign in sheets signed by managers who attended this training are included in the audit documentation.

4. Establishment of a training program designed to enable station personnel to acquire skills that could qualify them for higher level positions.

For the report year 2014-15 KQED provided in-depth training to all managers and supervisors at KQED. Each manager from CEO to Line Supervisor completed four training sessions. The sessions were led by an external facilitator and focused on the following areas: Fundamentals of Communication, Constructive Coaching, Situational Leadership and Unleashing Innovation. The workshops provided a valuable learning opportunity for the management team to develop leadership and management skills and build a strong and effective workplace culture.

The powerpoint presentations used by the external facilitator Irene McPhail from Leadership Research Institute are included in this Audit.

For the 2015-16 report year, KQED actively promoted our online training program for all employees to enable employees to increase their skills in a variety of areas. Monthly topics were announced to all staff for employees to take advantage of the system. Our usage reflects that employees are using the system to increase technical skills as well as management skills.

A sample of the monthly promotion is included in this audit.

For the 2015-16 report year KQED established a Lab inside KQED focused on innovating and incubating new products and services to serve the changing media needs of the Bay Area. The KQED Lab produces a series of KQED staff workshops and events to increase KQED's innovation culture, professional learning and immersion in the latest media technologies.

5. Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops and similar activities. On July 18, 2015 the HR Manager participated in Students Rising Above Career Day. During that event the HR Manager met with first generation

college students to discuss careers in public broadcasting as well as conduct mock interviews and informational interviews to help prepare students for future opportunities.

Materials from the Career Day are included in this audit.

On July 31, 2015 KQED participated in the Breakthrough Oakland Career Day by hosting a group of eight 7th and 8th grade students who learned about careers in public broadcasting, toured the KQED facilities and worked with the Youth Participation Manager on a hands on-learning activity designed to show the students what it would be like to have a career in producing media. Breakthrough Oakland serves underserved middle and high school students by initiating a learning cycle that begins in middle school and extends through adulthood.

6. Participation in job fairs.

October 22, 2015 KQED managers and representatives attended the Dice Technology and Engineering Career Fair to educate members of the community about opportunities in technology in media and public broadcasting.

January 20, 2016 KQED managers and representatives attended the Dice Technology and Engineering Career Fair to educate members of the community about opportunities in technology in media and public broadcasting.

Materials documenting our participation in this career fair are included in this audit.

Adrienne Cabanatuan

From: Alison White <awhite@studentsrisingabove.org>
Sent: Monday, July 20, 2015 3:44 PM
Subject: Thank you!

Hello!

A heartfelt thank you to each of you for taking time out of your weekend to volunteer at the SRA Mock Career Fair! The feedback we received from our students was overwhelmingly positive and the opportunity to learn from professionals like yourselves was an incredibly valuable experience as our students begin the career search process. The event was a complete success thanks to your participation, enthusiasm, and professionalism. As we plan for 2016's Mock Career Fair, we would greatly appreciate if you could take 3 minutes to fill out this [short online survey](#).

Also, several of you asked for additional information about volunteer opportunities with Students Rising Above. To learn more about how you can get involved, please complete our [volunteer application for social and career mentors](#). We also work directly with companies to provide internships and organize job shadow days.

Again, our deepest thanks. Best wishes for a happy summer!

Warm regards,

The SRA Career Development Team

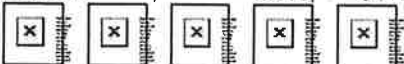
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Alison Asher White
Career Development Advisor

direct (415) 309-3537
email awhite@studentsrisingabove.org
website www.studentsrisingabove.org



PO Box 29174, San Francisco, CA 94129



Dear KAED,

Thank you so much for taking the time out of your Saturday to speak with us. I really appreciate the support you are providing me, my SRA peers, and the SRA program. It's people like you that really make a difference. Your guidance today

I know will be helpful to me as I transition into the workforce

Thanks again!

Enzo Delacroche

LMU, 2016



P.O. BOX 29174, SAN FRANCISCO, CA 94129
WWW.STUDENTSRISEINGABOVE.ORG
(415) 333-4222

Students Rising Above Mock Career Fair
July 18, 2015 at the Wells Fargo Learning and Event Center

VOLUNTEER AGENDA

- 10:00-10:30: Volunteer Welcome and Orientation
- 10:30-12:00: College Upperclassmen Visit Career Fair
- 12:00-12:15: Break for Lunch in Lobby
- 12:15-1:00: Informational Interviews

WHO ARE THE STUDENTS HERE TODAY:

- Current college students in a vast range of majors
- 90% are first generation college students
- Probably all slightly nervous!

OBJECTIVES:

- Exposure to a multitude of employers
- Experience talking to professionals and practicing their “elevator pitch”
- Build Skills in career fair preparation, networking, and professional etiquette

TALKING POINTS:

1. Background and structure on your company or organization. Students should take the lead in asking questions here
2. Feedback on how the student’s background aligns with what the company seeks (if you’re comfortable commenting on that)
3. Suggestions for courses of practical experience to make them a competitive candidate
4. Recruitment or hiring practices at your company, and what your company is looking for in an entry-level hire (if you know)

GIVING FEEDBACK:

- This is primarily a learning exercise for our students, so feel free to give feedback or tips in the moment if you are comfortable
- Otherwise I will collect general feedback at the end to share with students



KQED

Requisition: On-Air Television Creative Services Internship- (June-September)

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 8/7/14	Reason for Opening: New Position
Job Code: 271	Replacement for:
Title: On-Air Television Creative Services Internship- (June-September)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range: 10.74
EEO job category: (5) Administrative Support Workers	Filled date: 4/24/15
Status: Filled	Filled By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Term: June 22, 2015-September 22, 2015
Please apply two months prior to start of term.

Division: Marketing
Department: Creative Services

Internship Summary:

The On-Air Television Creative Services Internship exposes students to all aspects of on-air television program promotion. Interns are involved in all phases of the promo production process, including script writing and post-production. Additionally, interns will participate in the production and editing of video materials for non-broadcast projects and events. We will only select students who can earn course credit at the college level (no exceptions); BEFORE applying, students are required to inquire if they can receive course credit from their counselors, major department heads, or professors in order to be considered! Once a college student has been accepted for the internship, the individual may provide "Proof of Credit" or a signed verification form from an a counselor, major department head, or professor before starting the KQED internship program. A verification form obtained from the Human Resources department is also required upon acceptance into the KQED internship.

Internship Duties:

- Writes promotional copy as assigned
- Logs tapes
- Researches activities.
- Performs administrative duties as needed.

Internship Qualifications:

- Must possess a strong interest in promotion and television production
- Must demonstrate superior oral and written communication skills
- Excellent attention-to-detail a must
- Non-linear editing or Avid experience a plus

Tracking:

Added to system: **8/7/14 9:12 AM**

ID: **271**

Last updated: **4/24/15 1:54 PM**

Requisition: Education Services Internship-Spring 2015 (Jan-April)

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 8/21/14	Reason for Opening: New Position
Job Code: 285	Replacement for:
Title: Education Services Internship-Spring 2015 (Jan-April)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range: 10.74
EEO job category: (5) Administrative Support Workers	Filled date: 1/13/15
Status: Filled	Filled By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description: **KQED Education Services Internship**

Terms Available:

Fall Term: September-December*

Spring Term: January-April*

Summer Term: May-August

*Option to extend

KQED Education provides free public media resources for the integration of media and new media tools into teaching and learning specifically in the areas of STEM, arts, & news/social studies by:

- Producing and distributing high-quality digital learning assets aligned to state and national content standards
- Training educators to use educational media and digital media tools in their learning environment through in-depth professional development and online training resources

kqed.org/education

ca.pbslearningmedia.org

[YouTube/kqededucation.org](https://www.youtube.com/kqededucation.org)

Education Distribution Internship Summary:

Are you passionate about the future of education and possess a flair for blogging and research? Then consider applying for the KQED Education Services Internship. We're looking for ambitious and creative individuals looking to inspire educational change.

Successful interns will have the opportunity to:

- Develop new curricular resources and blog posts for kqed.org/education
- Participate in the planning of and help on online professional development
- Learn how KQED Education content is collaboratively produced
- Complete a minimum of one portfolio project

Internship Duties:

Depending on the internship term, the KQED Education Services Intern may assist with one or more of the following:

- Researching and reviewing relevant resources for educational assets
- Writing and publishing content for kqed.org/education and regular newsletter
- Making recommendations for updates to the education web pages
- Providing support for KQED Education events and workshops
- Supporting and co-facilitating online trainings for educators on making media and using multimedia with students
- Developing and/or updating professional development resources for educators
- Collecting and reporting metrics
- Promoting KQED Education materials at community and partner events
- Handling KQED Education social media accounts

Qualifications:

- Working toward an undergraduate, graduate degree or enrolled in a teacher credentialing program with a strong interest in youth development and education
- Knowledge of Bay Area education organizations and issues
- Strong organizational and research skills
- Ability to work independently on tight deadlines and to balance multiple projects
- Commitment to education and increasing access to educational resources to the general public
- Excellent oral and written communication skills
- Multimedia, web and social media experience a plus

Tracking:

Added to system: **8/21/14 10:42 AM**

ID: **285**

Last updated: **1/13/15 2:52 PM**

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Requisition: KQED Education Production Internship-Fall (Sept.-Dec)**Requisition Owner(s):**

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 8/19/14

Reason for Opening: **New Position**

Job Code: 281

Replacement for:

Title: **KQED Education Production Internship-Fall (Sept.-Dec)**Employment duration: **Part time Temporary**Location: **KQED - San Francisco**Pay range: **10.74**EEO job category: **(5) Administrative Support Workers**

Filled date:

Status: **Closed**

Filled By:

of openings: 1

Start Date:

Budget Status:

Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

DescriptionDescription: **KQED Education Production Internship****Terms Available:**

Fall Term: September-December*

Spring Term: January-April*

Summer Term: May-August

*Option to extend

KQED Education provides free public media resources for the integration of media and new media tools into teaching and learning specifically in the areas of STEM, arts, & news/social studies by:

- Producing and distributing high-quality digital learning assets aligned to state and national content standards
- Training educators to use educational media and digital media tools in their learning environment through in-depth professional development and online training resources

KQED.org/education

ca.pbslearningmedia.org

[YouTube/kqededucation.org](https://www.youtube.com/channel/UCkqEDeducation.org)

Education Production Internship Summary:

Are you passionate about the future of education and possess a strong background in multimedia production? Then consider applying for the KQED Education Production Internship. We're looking for ambitious and creative individuals looking to inspire educational change.

Successful interns will have the opportunity to:

- Assist in the production of popular KQED web series Art School
- Assist in the development and production of curricular resources for KQED e-books
- Participate in the planning of and help lead online professional development
- Learn how KQED Education content is collaboratively produced
- Complete a minimum of one portfolio project

Internship Duties:

Depending on the internship term, the KQED Education Production Intern may assist with one or more of the following:

- Researching and reviewing relevant resources for educational assets
- Assist in production of video and interactive assets

- Making recommendations for updates to the education web pages
- Providing support for KQED Education events and workshops
- Supporting and co-facilitating online trainings for educators on making media and using multimedia with students
- Developing and/or updating online professional development resources for educators
- Promoting KQED Education materials at community and partner events

Qualifications:

- Working toward an undergraduate or graduate degree with an interest in education and/or youth development
- Background in media-making and production, computer and/or video game design
- Knowledge of Bay Area education organizations and issues
- Strong organizational and research skills
- Ability to work independently on tight deadlines and balance multiple projects
- Commitment to education and increasing access to educational resources to the general public
- Excellent oral and written communication skills
- Web and social media experience a plus

Tracking:Added to system: **8/20/14 3:44 PM**ID: **281**Last updated: **12/5/14 11:51 AM**

Requisition: The California Report Internship**Requisition Owner(s):**

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 1/27/14	Reason for Opening: New Position
Job Code: 209	Replacement for:
Title: The California Report Internship	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date: 9/15/14
Status: Filled	Filled By:
# of openings: 2	Start Date:
Budget Status:	

Approvals:Requisition Approvers: **[1]** Cabanatuan, AdrienneOffer Approvers: **[1]** Cabanatuan, Adrienne**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

The California Report: Internship for Fall

Effective Date: Ongoing

Division: Radio

Internship Summary:

"The California Report" is a statewide news service. We have both a daily morning program and a Friday afternoon half-hour program that go out to more than 30 public radio stations around California. "The California Report" covers issues, trends, and public policy decisions affecting the state and the diverse population in it. "The California Report" interns will train with producers, hosts and reporters in research, reporting, sound gathering and writing. "The California Report" accepts 2 interns a term. The Spring term is from January through May, the Summer term is from June through Mid-September, and the Fall term is from Mid-October through Mid-January. Interns must be willing to commit to two 8-hour periods a week (no weekends) for four months.

Training:

- We will show you what good radio production means and what you will learn.
- Good interview techniques, and fundamental editorial skills and judgment.
- How to write well for radio.
- How to pick good sound - voice actualities and ambiance - and what goes in a good mixed piece.
- How to use computers, recording equipment, and other relevant software.
- Voicing techniques (you may possibly even bring your own piece to air, under the right circumstances).

Internship Duties:

- Accompanies producers on field interviews, records sound and provides producers with useable clips.
- Identifies interview subjects, conducts pre-interviews, and books guests.
- Assists the host, producers and editors with production needs as assigned.
- Participates in story research and development, initiating discussions with "The California Report" staff on story ideas you bring to the table or have an interest in.

Internship Expectations:

- Follows current California affairs, events, and trends through news outlets, and personal and web research.
- Contributes ideas for host interviews, features and spot news based on your research.
- Possesses some experience and an existing aptitude for communicating well with words.
- Be able to use practical judgment in a busy newsroom to help bring a show to air and do it well.
- Asks questions and learns from mistakes.

Internship Qualifications:

- Must be able to write clear, accurate news copy. Skills and experience in writing news is helpful, but not required.

- Preference will be given to interns who express an interest in public radio careers.
- People of color, women, and persons with disabilities are encouraged to apply.
- Fluency in languages other than English is a plus.
- Knowledge of California related issues desired.

Tracking:Added to system: **1/27/14 12:14 PM**ID: **209**Last updated: **9/15/14 1:53 PM**

Requisition: Forum Internship-Session 2

Requisition Owner(s):

Requisition Owners: Liang, Diana

Requisition Information:

Opened Date: 9/11/14	Reason for Opening: New Position
Job Code: 294	Replacement for:
Title: Forum Internship-Session 2	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range: 10.74
EEO job category: (5) Administrative Support Workers	Filled date: 4/24/15
Status: Filled	Filled By:
# of openings: 4	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Session 2: June 22, 2015-December 22, 2015
Please apply two months prior to start of term.

Division: Radio

Department: Radio Public Affairs

Internship Summary:

"Forum" is a live daily public affairs program hosted by Michael Krasny and Dave Iverson and broadcast in the San Francisco Bay Area and throughout Northern California and nationally on Sirius Satellite Radio. This award-winning program presents balanced discussions of local, state, national, and world issues as well as in-depth interviews with leading figures in politics, science, entertainment, and the arts. Interns play an important role in the production of "Forum" and will train closely with the producers in shaping the show.

Internship Duties:

- Research program topics and offer show ideas
- Conduct preliminary phone interviews with potential guests
- Provide production assistance during live broadcasts
- Perform routine administrative tasks

Internship Qualifications:

- Some prior journalism experience is desired
- Strong interest in the news and a familiarity with Bay Area, California, national and international current events.
- Solid writing, interviewing, and communication skills
- Reliability and professional demeanor
- "Forum" accepts up to five interns per term. Interns must be willing to commit to two 8-hour days a week (no weekends) for a semester or quarter based on the academic schedule.

Tracking:

Added to system: 9/11/14 4:35 PM

ID: 294

Last updated: 4/24/15 1:53 PM

Requisition: Radio News (January-June)

Requisition Owner(s):

Requisition Owners: Liang, Diana

Requisition Information:

Opened Date: 7/30/14	Reason for Opening: New Position
Job Code: 266	Replacement for:
Title: Radio News (January-June)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date:
Status: Closed	Filled By:
# of openings: 4	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Radio News

Term: The 6-month internship (January through June) is 16 hours a week.

Division: Radio
Department: Radio News

Internship Summary:

KQED Radio News covers the latest in Northern California news. Radio News interns will train alongside staff reporters and editors, focusing on research, writing, reporting and sound gathering. As a Radio News **Intern**, you will have the opportunity to hear your writing and reporting on air. Interns will receive practical experience, which will be combined with seminars and workshops on a variety of topics. Topics will include:

- Basic reporting and writing.
- Field recording and studio editing.
- Effective use of sound in radio.
- Story production.
- Voicing techniques

Duties Include:

- Accompanies producers on field interviews, records sound and provides producers with useable clips.
- Identifies interview subjects and conducts pre-interviews.
- Assists the host, producers and editors with production needs as assigned.
- Participates in story research and development, initiating discussions with news staff on story ideas you bring to the table or have an interest in.

Internship Qualifications:

- Must be able to write clear, accurate news copy.
- Prior experience or skill in writing for print or broadcast is strongly desired.
- Preference will be given to interns who are interested in public radio careers.
- Knowledge of reporting fundamentals is a strong plus.
- KQED Radio News accepts up to five interns per term. Interns must be willing to commit to two 8-hour days a week (no weekends) for a semester or quarter based on the academic schedule.

Application Procedure:

- Please send detailed cover letter, resume and news writing samples. If you have no current news writing samples, you may send an original print story and your re-write of the story as an example of your writing ability.
- For applicants to multiple Public Radio Internships - Please submit one joint package for all the internships you're interested in. The package should include your resume, the required materials for each internship, and a cover letter describing and comparing your interest in the different opportunities. Please label **CLEARLY** your supplemental materials for each internship in this application packet.

Tracking:

Added to system: **7/30/14 11:18 AM**

ID: **266**

Last updated: **11/23/15 9:48 AM**

This Requisition was repurposed and used through 2 internship cycles. Documentation that this was from 2014-15 is attached

Requisition: Arts Internship (January-June)

Requisition Owner(s):

Requisition Owners: Liang, Diana

Requisition Information:

Opened Date: 9/18/15	Reason for Opening: New Position
Job Code: 321	Replacement for:
Title: Arts Internship (January-June)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date:
Status: Closed	Filled By:
# of openings: 1	Start Date:
Budget Status: Budgeted	

Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description: **Position Title:** KQED Arts & Culture Intern

Term The 6-month internship (January through June) is 16 hours a week.

Department: Arts & Culture **Division:** Content

Position Summary:

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by

reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

Essential Functions:

Production

- Do background research for online articles, info graphics and TV.
- Pitch stories and find sources for daily news and features.
- Assist reporters and producers in the field.
- Help produce reporters' stories for radio, web, and TV.
- Report and produce your own online videos, articles and/or interactive projects.
- Research photos, audio, B-roll and other materials for TV segments.
- Transcribe interviews.
- Attend editorial meetings.

Social Media

- Assist in developing social media messages and administering posts and analytics.
- Assist in promotion and marketing of KQED Arts.
- Assist with audience tracking/reporting.

Training for Interns Includes:

- Sound gathering
- Taking photos
- Shooting video for web
- Editing audio, video and photos
- Development and production of television segments and multimedia projects
- Writing for Arts blogs
- News ethics
- Enterprise reporting
- Interviewing
- Marketing and promotions

Knowledge/Experience Required:

1. Interest in arts and cultural issues and a passion for public broadcasting
2. Interest or experience in online media, interactive storytelling and blogging
3. Strong research skills and the ability to organize complex data and information
4. Some experience with radio, TV and/or web production
5. Interest and/or experience in communications and marketing
6. Excellent writing and communication skills
7. Comfortable reaching out to story sources
8. Ability to work independently on tight deadlines and to balance multiple assignments
9. Ability to adapt from project to project and platform to platform
10. Some knowledge or experience in arts journalism and/or social media
11. Experience with WordPress, audio and video editing, photography and photo editing (you don't need to know all -- or any -- of these, but some experience is helpful)
12. Fluent on social media platforms
13. Strong organizational and research skills and strong attention to detail
14. Highly motivated

Tracking:

Added to system: 11/14/14 12:31 PM

ID: 321

Last updated: 12/21/15 10:17 AM

Requisition: Arts Internship (January-June)

Date/Time	User	Content	Method	View
12/21/15 10:17 AM	Liang, Diana	Requisition Unposted from Internship Website: Automation Process		
12/21/15 10:17 AM	Liang, Diana	Status Change: Requisition Status changed from Open to Closed for Arts Internship (January-June) - [321].	Manual	
12/21/15 7:40 AM		Candidate Kristen Marie Farrell has been submitted for this requisition.		
12/20/15 4:36 PM		Candidate David Shabetay Dinar has been submitted for this requisition.		
12/17/15 1:17 AM		Candidate Ryan Marie Crum has been submitted for this requisition.		
12/16/15 1:58 AM		Candidate Ace R. Prado has been submitted for this requisition.		
12/16/15 12:42 AM		Candidate Meghan K. Crowther has been submitted for this requisition.		
12/15/15 5:52 PM		Candidate Erasmo Jose Martinez has been submitted for this requisition.		
12/14/15 1:01 PM		Candidate Andrea Hamilton Saldana has been submitted for this requisition.		
12/14/15 11:38 AM		Candidate George Henry Koster has been submitted for this requisition.		
12/13/15 12:33 PM		Candidate Sindhu Shivani Ravuri has been submitted for this requisition.		
12/11/15 8:03 PM		Candidate Hannah Kathryn Brandt has been submitted for this requisition.		
12/11/15 6:05 PM		Candidate Carol Ellen Fraser has been submitted for this requisition.		
12/11/15 2:57 PM		Candidate Libby Ruth Leyden has been submitted for this requisition.		
12/9/15 2:30 PM		Candidate Miranda Michelle Hart has been submitted for this requisition.		
12/8/15 12:09 PM		Candidate Chev-Vaughn Ho'okalakupua Pale Lum has been submitted for this requisition.		
12/8/15 2:10 AM		Candidate George Demetre Hurdakis has been submitted for this requisition.		
12/8/15 12:25 AM		Candidate Ian A. Garcia has been submitted for this requisition.		
12/7/15 9:19 PM		Candidate Julie Theresa Tainter has been submitted for this requisition.		
12/7/15 5:44 PM		Candidate Nicole Lai Garson has been submitted for this requisition.		
12/7/15 4:41 PM		Candidate Vincent Daniel Delorenzi has been submitted for this requisition.		
12/7/15 2:48		Candidate Avi M. Salem has been submitted for this requisition.		

PM		
12/7/15 2:44 PM	Candidate Muna Talal Sadek	has been submitted for this requisition.
12/6/15 10:07 PM	Candidate Laura Joy Buel	has been submitted for this requisition.
12/6/15 2:10 AM	Candidate Yetunde Stephanie Ogunleye	has been submitted for this requisition.
12/5/15 7:35 PM	Candidate Juliana Bujaldon Maschion	has been submitted for this requisition.
12/5/15 4:20 PM	Candidate Amelia Butler Furlong	has been submitted for this requisition.
12/4/15 12:08 PM	Candidate Elenita Makani Nicholas	has been submitted for this requisition.
12/2/15 4:28 PM	Candidate Creo C. Noveno	has been submitted for this requisition.
12/2/15 11:18 AM	Candidate Maxine Rosa Schoefer-Wulf	has been submitted for this requisition.
12/1/15 11:45 PM	Candidate Manjula C. Multi-Media	has been submitted for this requisition.
12/1/15 1:41 PM	Candidate Vanessa Rene Bozzuto	has been submitted for this requisition.
11/30/15 6:31 PM	Candidate Lara Elizabeth Hayner	has been submitted for this requisition.
11/30/15 4:57 PM	Candidate Eunice Grace Simbar	has been submitted for this requisition.
11/28/15 12:08 PM	Candidate Anna Patricia Hecht	has been submitted for this requisition.
11/25/15 2:36 PM	Candidate Ashley-Grace Thanh Hieu Vo	has been submitted for this requisition.
11/25/15 12:58 AM	Candidate Lucy n/a Kang	has been submitted for this requisition.
11/24/15 11:02 PM	Candidate Theresa Rosemarie Li	has been submitted for this requisition.
11/24/15 10:24 PM	Candidate Ashley-Grace Thanh Hieu Vo	removed self from this requisition.
11/24/15 8:44 PM	Candidate Deepa M. Manjanatha	has been submitted for this requisition.
11/24/15 6:24 PM	Candidate Soyolmaa N/A Lkhagvadorj	has been submitted for this requisition.
11/24/15 1:54 PM	Candidate Ashley-Grace Thanh Hieu Vo	has been submitted for this requisition.
11/24/15 12:25 PM	Candidate Savannah Isabella Jack	has been submitted for this requisition.
11/22/15 5:41 PM	Candidate Hector A. Navarro	has been submitted for this requisition.
11/22/15 10:52 AM	Candidate Ana Ipek Saygi	has been submitted for this requisition.
11/20/15 4:31 PM	Candidate Eda Chih Lan Yu	has been submitted for this requisition.

11/19/15 8:12 PM	Candidate Ace Rodriguez Prado	has been submitted for this requisition.
11/18/15 3:58 PM	Candidate Molly Anderson Stevens	has been submitted for this requisition.
11/14/15 11:24 PM	Candidate Shena Sarah Mejia	has been submitted for this requisition.
11/12/15 9:12 PM	Candidate Patricia Emily Villon	has been submitted for this requisition.
11/11/15 11:15 PM	Candidate Colin James Flynn	has been submitted for this requisition.
11/11/15 10:33 AM	Candidate Amethyst Milani Monce	has been submitted for this requisition.
11/10/15 2:33 PM	Candidate Rebecca Lauren Thurber	has been submitted for this requisition.
11/9/15 3:57 PM	Candidate Katarzyna Maria Pierog	has been submitted for this requisition.
11/8/15 5:20 PM	Candidate Victoria Kim Nguyen	has been submitted for this requisition.
11/6/15 6:35 PM	Candidate Rachel Juliet Gray	has been submitted for this requisition.
11/4/15 10:10 PM	Candidate Aamirah NA Dastgir	has been submitted for this requisition.
11/4/15 8:25 PM	Candidate Rashin none Parsa	has been submitted for this requisition.
11/4/15 7:54 PM	Candidate Sonya Marina Herrera	has been submitted for this requisition.
11/4/15 7:49 PM	Candidate Christian Harim Kang	has been submitted for this requisition.
11/3/15 5:47 PM	Candidate Bridget Jordan Hanzalik	has been submitted for this requisition.
11/3/15 2:48 PM	Candidate Jeremy Isaac Reilly Siegel	has been submitted for this requisition.
11/2/15 8:08 PM	Candidate Dor -. Wand	has been submitted for this requisition.
10/30/15 4:39 PM	Candidate Hailey M. Simpson	has been submitted for this requisition.
10/30/15 2:48 PM	Candidate Kiley Kiana Johnson	has been submitted for this requisition.
10/29/15 10:01 PM	Candidate Niki Amanda Bodemann	has been submitted for this requisition.
10/28/15 5:50 PM	Candidate Colin A. O'Connor	has been submitted for this requisition.
10/27/15 6:37 PM	Candidate Bryan Austin How	has been submitted for this requisition.
10/27/15 1:42 PM	Candidate Neha Shona Jha Pearce	has been submitted for this requisition.
10/24/15 2:22 PM	Candidate Emma Brenden Peaslee	has been submitted for this requisition.
10/20/15 8:42	Candidate Junying Jen Liu	has been submitted for this requisition.

PM			
10/20/15 12:00 PM		Candidate Estibaliz Gabriela Romeo	has been submitted for this requisition.
10/19/15 11:27 PM		Candidate Christine -. Liu	has been submitted for this requisition.
10/17/15 3:53 PM		Candidate Kayla Elaine Schelling	has been submitted for this requisition.
10/15/15 3:55 PM		Candidate Kari Anne Simonsen	has been submitted for this requisition.
10/13/15 6:41 AM		Candidate Holly J. McDede	has been submitted for this requisition.
10/12/15 2:29 PM		Candidate Derek Luke Macario	has been submitted for this requisition.
10/10/15 9:55 PM		Candidate Caroline L. Bonham	has been submitted for this requisition.
10/10/15 1:32 AM		Candidate Mercedes L. Alexander	has been submitted for this requisition.
10/9/15 5:01 PM		Candidate Rachel Ann Ramirez Cauilan	has been submitted for this requisition.
10/4/15 3:11 PM		Candidate Harper Gene Brokaw-Falbo	has been submitted for this requisition.
10/4/15 11:54 AM		Candidate Aristotle Alexander Vlacos	has been submitted for this requisition.
9/28/15 4:19 PM		Candidate Matt Lee Freiheit	has been submitted for this requisition.
9/28/15 2:27 PM		Candidate Ryan Ryan Terry	has been submitted for this requisition.
9/24/15 11:42 PM		Candidate Sophie R. Najjar	has been submitted for this requisition.
9/24/15 9:37 PM		Candidate Shane Rubio Menez	has been submitted for this requisition.
9/24/15 5:07 PM		Candidate Rebecca Renee Samuelson	has been submitted for this requisition.
9/24/15 9:31 AM		Candidate Anil Kumar Goswami	has been submitted for this requisition.
9/22/15 1:37 PM		Candidate Catherine Castillo Uy	has been submitted for this requisition.
9/22/15 10:29 AM		Candidate Nadine Claire Quitania	has been submitted for this requisition.
9/18/15 9:29 AM	Liang, Diana	Owner Liang, Diana	has been added to this requisition
9/18/15 9:29 AM	Liang, Diana	Owner Jue, Debbie	has been removed from this requisition
9/18/15 9:29 AM	Liang, Diana	Requisition data updated	
9/18/15 9:27 AM	Liang, Diana	Requisition Posted to Internship Website: Automation Process	
9/18/15 9:27 AM	Liang, Diana	Status Change: Requisition Status changed from Filled to Open for Arts Internship (January-June) - [321].	Manual

1/15/15 8:09 PM		Candidate Alexandra Katharine Holterman	has been submitted for this requisition.	
1/13/15 2:45 PM	Liang, Diana		Requisition data updated	
1/13/15 2:44 PM	Liang, Diana		Requisition Unposted from Internship Website: Automation Process	
1/13/15 2:44 PM	Liang, Diana		Status Change: Requisition Status changed from Open to Filled for Arts Internship (January-June) - [321].	Manual
1/13/15 2:03 PM		Candidate Sophie May Schwabacher	has been submitted for this requisition.	
1/11/15 2:15 PM		Candidate Eliot Charles Claasen	has been submitted for this requisition.	
1/6/15 12:53 PM		Candidate Emily I. Wishingrad	has been submitted for this requisition.	
1/3/15 11:58 PM		Candidate David Henry Walker	has been submitted for this requisition.	
1/2/15 11:20 PM		Candidate Lorna n/a Xu	has been submitted for this requisition.	
12/31/14 2:19 PM		Candidate Alice Elizabeth Bebbington	has been submitted for this requisition.	
12/30/14 8:41 PM		Candidate Kevin Charles Reagan	has been submitted for this requisition.	
12/28/14 9:21 PM		Candidate Clarissa N/A Hanna	has been submitted for this requisition.	
12/27/14 9:07 AM		Candidate Julia D. McKellar	has been submitted for this requisition.	
12/21/14 5:30 PM		Candidate Thalia Sofia Fry	has been submitted for this requisition.	
12/21/14 3:28 PM		Candidate Eunice Heavenly Choi	added self to this requisition	
12/18/14 2:58 PM		Candidate Shelbie Fay Strykers	added self to this requisition	
12/18/14 1:13 PM		Candidate Sarah Faye Alberstein	has been submitted for this requisition.	
12/17/14 9:12 PM		Candidate Rafi Michael Ronquillo	has been submitted for this requisition.	
12/17/14 8:11 PM		Candidate Johanna Rocio Andrade	has been submitted for this requisition.	
12/10/14 12:53 PM		Candidate Nicholas John Gomez	has been submitted for this requisition.	
12/8/14 8:04 PM		Candidate Alyssa Nicole Hunter	added self to this requisition	
12/2/14 1:04 AM		Candidate Lien Bao Do	has been submitted for this requisition.	
11/29/14 8:24 PM		Candidate Lakshmi Sarah Eassey	has been submitted for this requisition.	
11/25/14 11:56 AM		Candidate Alex Oscar Ramirez	added self to this requisition	

11/24/14 3:11 PM		Candidate Emma Kate Redshaw Scully has been submitted for this requisition.
11/19/14 6:17 PM		Candidate Grace Marie Lowe has been submitted for this requisition.
11/19/14 1:52 AM		Candidate Winston Glaraga Galas has been submitted for this requisition.
11/18/14 1:23 PM		Candidate Arisa (AJ) Jane Kyoizumi has been submitted for this requisition.
11/14/14 12:31 PM	Cabanatuan, Adrienne	Posted on Internship Website
11/14/14 12:31 PM	Cabanatuan, Adrienne	Requisition Automation Setting change: Internship Website Posting dates set to: Post on 11/14/14, remove on 'not set'
11/14/14 12:31 PM	Cabanatuan, Adrienne	Offer Approver Cabanatuan, Adrienne has been added to this requisition
11/14/14 12:31 PM	Cabanatuan, Adrienne	Approver Cabanatuan, Adrienne has been added to this requisition
11/14/14 12:31 PM	Cabanatuan, Adrienne	Owner Jue, Debbie has been added to this requisition
11/14/14 12:31 PM	Cabanatuan, Adrienne	Requisition created

Requisition: KQED Science Multimedia Internship Fall (Sept-Jan)

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 4/4/14	Reason for Opening: New Position
Job Code: 230	Replacement for:
Title: KQED Science Multimedia Internship Fall (Sept-Jan)	Employment duration: Full time Temporary
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date:
Status: Closed	Filled By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description: **KQED Science Multimedia Internship**

About KQED Science:

KQED Science is the largest multimedia science and environment journalism and education unit in Northern California. KQED Science explores science and environment news, trends and events from the San Francisco Bay Area and beyond with its award-winning reporting on television, radio and online. We also contribute to QUEST, a multimedia project focused on sustainability. Learn more about KQED Science. (Link to <http://blogs.kqed.org/science/about/>)

About the Internship:

The science intern works with radio, web and TV producers, depending on the intern's interests and the needs of the science unit. In addition to supporting the staff with ongoing coverage, interns are expected to develop related projects of their own with the goal of producing them for the web and/or radio. Interns will receive practical experience combined with trainings on a variety of topics. The internship is 16 hours per week, unpaid, with flexible scheduling.

Internship Duties:

- Do background research for radio, online articles, infographics and television
- Pitch stories and find sources for daily news and features
- Assist reporters and producers in the field
- Help produce reporters' stories for radio, web, TV
- Report and produce your own radio stories, online videos, articles and/or interactive projects
- Research photos, audio, B-roll and other materials for TV segments
- Transcribe interviews
- Attend editorial meetings

Training for Interns Includes:

- Sound gathering
- Taking photos
- Shooting video for web
- Editing audio, video and photos
- Development and production of radio and television segments and multimedia projects
- Writing for radio, online news and science blogs
- News ethics
- Enterprise reporting
- Interviewing

Internship Qualifications:

- Interest in science, technology and environmental issues and a passion for public broadcasting
- Interest or experience in online media, interactive storytelling and blogging
- Strong research skills and the ability to organize complex data and information
- Some experience with radio, TV and/or web production
- Excellent writing and communication skills
- Comfortable reaching out to story sources
- Ability to work independently on tight deadlines and to balance multiple assignments
- Ability to adapt from project to project and platform to platform
- Some knowledge or experience in science, journalism and/or social media
- Experience with WordPress, audio and video editing, photography and photo editing, social media (you don't need to know all -- or any -- of these, but some experience is helpful)
- Strong organizational and research skills and strong attention to detail
- Highly motivated

Education:

To qualify for this internship, you must be a student currently enrolled in an accredited academic institution and be able to earn course credit at the college level (no exceptions). Please confirm your ability to receive course credit in your cover letter. You'll be required to provide "Proof of Credit" or a signed verification form from a counselor, major department head or professor before beginning the KQED internship program.

Note About Applying:

When sending your resume and cover letter, let us know what term or semester you're applying for. And if you're interested in focusing on a specific platform, let us know that, too. You'll be working with all platforms, but we can work with you if there's one you're interested in emphasizing.

Tracking:Added to system: **4/4/14 3:07 PM**ID: **230**Last updated: **7/29/14 4:10 PM**

Requisition: National Broadcast Internship with "KQED Presents"-Fall (Sept.-Dec.)
Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

 Opened Date: **8/18/14**

 Reason for Opening: **New Position**

 Job Code: **277**

Replacement for:

 Title: **National Broadcast Internship
with "KQED Presents"-Fall
(Sept.-Dec.)**

 Employment duration: **Part time Temporary**

 Location: **KQED - San Francisco**

 Pay range: **10.74hr**

 EEO job category: **(5) Administrative Support
Workers**

 Filled date: **10/14/14**

 Status: **Filled**

Filled By:

 # of openings: **1**

Start Date:

Budget Status:

Approvals:

 Requisition Approvers: **[1]** Cabanatuan, Adrienne

 Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Effective Date: Ongoing

Division: Television

Department: KQED Presents

Internship Summary:

KQED Presents is a division within KQED that produces a local and national acquisition program (Truly CA and Film School Shorts) and provides national public television distribution services for independent producers of documentary films, series and cooking programs. **KQED Presents** helps producers get their shows out into the world by preparing films for broadcast, pitching them to public television distributors (PBS, APT, NETA), promoting them to stations nationwide and supporting them with social media. Examples of past and current programs include cooking series with Jacques Pépin and Joanne Weir, travel series such as *Joseph Rosendo's Travelscope* and Richard Bangs' *Quests*, educational programming like *The Cat in the Hat Knows a Lot About That* and *Roadtrip Nation*, and documentaries with themes ranging from religion to astronomy to art. Learn more here: <http://www.kqed.org/tv/produce/national-distribution.jsp>

KQED Presents also produces local and national showcases of independent work, soliciting film submissions and managing the selection process. **KQED Presents'** most recent production *Film School Shorts* features short films by up-and-coming talent.

This is an excellent internship for anyone interested in exploring documentary funding and distribution, FCC regulations and broadcast requirements, feature film marketing strategies, Nielsen ratings, station programming / film selection processes, genre priorities, social media promotion and the public television network.

Successful interns will have the opportunity to:

- Get an inside look at how indie films go from submission to broadcast distribution.
- Better understand the public television distribution system.
- Learn how the different departments in public media interact and work.

Internship Duties:

Depending on the internship term, the KQED Presents Intern may assist with one or more of the following:

- Participating in documentary film selection and internal advancement
- Evaluating filmmaker submissions and sending rejections as necessary
- Reporting on the performance of current programs by tracking ratings and carriage
- Building video resources on the KQED Presents Vimeo site
- Contributing to social media campaigns, maintaining and facilitating web partnerships, and tracking website metrics
- Cataloging new submissions, tracking film deliverables / closed captioning
- Assist in post-production support and assembling of non-broadcast clips as needed.
- Reviewing submissions for profanity, nudity and other "flaggable content" while working with KQED editors to reach solutions
- Building producer guides and delivery schedules
- Providing support for local events, screenings and filmmaker panels.
- Compiling press materials, including program announcements and websites
- Managing the department's DVD archives, contact databases and inventory
- Assisting the producer and executive producer with needs as assigned

Requisition: Film School Shorts Social Media Internship

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 9/11/14	Reason for Opening: New Position
Job Code: 293	Replacement for:
Title: Film School Shorts Social Media Internship	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range: 10.74
EEO job category: (5) Administrative Support Workers	Filled date: 1/13/15
Status: Filled	Filled By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Terms Available:

Winter Term: September-December
Spring Term: January-April

Summer Term: May-August
Please apply two months prior to start of term.

Division: TV
Department: Productions

Internship Summary:

The Social Media Intern extends the efforts of the broadcast series **Film School Shorts** by assisting with ongoing digital marketing and communications projects, providing constructive insight and input into online strategy, as well as handling day-to-day requests within KQED Presents and on the local production **Truly CA**.

Film School Shorts is a national half-hour weekly series that showcases short student films from across the country. Featured are the best short films from major institutions like NYU, Columbia University, UCLA, USC and University of Texas that have wowed audiences at Cannes, Sundance, Toronto, Telluride and SXSW.

Truly CA is the Emmy-award winning local series, currently in its ninth season, featuring the best independent documentaries about California. From San Francisco's 90's punk scene to a look at the transformation of the Mojave Desert's Salton Sea from popular resort to an ecological disaster, **Truly CA** brings to life true stories from around the Golden State.

Internship Duties:

- Works alongside the Digital Communications Specialist to increase the reach and online engagement of **Film School Shorts** (local and national audience) and **Truly CA** (local audience)
- Helps write copy (web, social media and promotional) as assigned, as well as helps write member guide articles.
- Researches the following: current indie film/short film/documentary trends; media influencers; film organizations; film school programs; university-produced content.
- Assists in creating, distributing and maintaining social media toolkits.
- Helps identify groups and individuals to partner for specific programming and online content, both locally and nationally (including bloggers/vloggers, notable individuals in the media, film/TV organizations, and academia).
- Assists in developing and scheduling social media messages, administering posts, running analytics and helping develop social media/online strategies.
- Attends meetings and reports on current projects, as well as offers insight and input for online strategy.
- Creates and logs Facebook Ads.
- Creates optimized images (JPEGs/PNGs) for social media covers, posts and albums, including the addition of basic text and graphics.
- Uploads videos to KQED online properties via YouTube and PBS Video.

- Creates original social content (memes, Vines, GIFs).
- Assists in researching, writing and editing content for KQED Pressroom web pages, including those for Film School Shorts and of other KQED Presents properties
- Runs carriage reports to help identify and target maximized social media posts to relevant markets.
- Makes cold phone calls and writes introductory emails to potential partners, featured filmmakers and member stations, as well as following up as requested.
- Assists in cross-promotional efforts, helping create synergy with other departments throughout KQED.

Internship Qualifications:

- Academically studying, experienced and/or interested in: digital marketing and communications, social media, interactive media and blogging
- Strong interest and genuine passion for independent film, particularly short films (fiction, animation) and feature length documentaries.
- Eagerness to stay on top of what online topics, videos and articles are new/viral/trending.
- Strong understanding of social media platforms (Facebook, Twitter, Google+, Tumblr, YouTube) and how to use them to engage with users. Experience with TweetDeck and/or scheduling content on social media a plus.
- Basic understanding of online database platforms, such as IMDB and Wikipedia.
- Strong online research skills.
- Comfortable reaching out to filmmakers, media organizations, universities, bloggers/vloggers.
- Experience with Microsoft Office, Windows and Mac OS platforms. WordPress and/or blogging experience a plus.
- Basic video/image/audio editing skills and basic understanding of video codecs a plus.
- Excellent oral, written and online communication skills.
- Ability to work independently on tight deadlines and to balance multiple assignments.

Tracking:

Added to system: 9/11/14 4:32 PM

ID: 293

Last updated: 1/13/15 2:56 PM

Requisition: Film School Shorts Digital Communications Internship-Fall (Sept.Dec)

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 8/18/14	Reason for Opening: New Position
Job Code: 276	Replacement for:
Title: Film School Shorts Digital Communications Internship-Fall (Sept.Dec)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range: 10.74hr
EEO job category: (5) Administrative Support Workers	Filed date: 10/2/14
Status: Filled	Filed By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Terms Available:

Winter Term: September-December
Spring Term: January-April

Summer Term: May-August
Please apply two months prior to start of term.

Division: TV
Department: Productions

Internship Summary:

The Digital Communications Intern extends the efforts of the broadcast series **Film School Shorts** by assisting with ongoing digital marketing and communications projects, providing constructive insight and input into online strategy, as well as handling day-to-day requests within KQED Presents and on the local production **Truly CA**.

Film School Shorts is a national half-hour weekly series that showcases short student films from across the country. Featured are the best short films from major institutions like NYU, Columbia University, UCLA, USC and University of Texas that have wowed audiences at Cannes, Sundance, Toronto, Telluride and SXSW.

Truly CA is the Emmy-award winning local series, currently in its ninth season, featuring the best independent documentaries about California. From San Francisco's 90's punk scene to a look at the transformation of the Mojave Desert's Salton Sea from popular resort to an ecological disaster, **Truly CA** brings to life true stories from around the Golden State.

Internship Duties:

- Works alongside the Digital Communications Specialist to increase the reach and online engagement of **Film School Shorts** (local and national audience) and **Truly CA** (local audience)
- Helps write copy (web, social media and promotional) as assigned, as well as helps write member guide articles.
- Researches the following: current indie film/short film/documentary trends; media influencers; film organizations; film school programs; university-produced content.
- Assists in creating, distributing and maintaining social media toolkits.
- Helps identify groups and individuals to partner for specific programming and online content, both locally and nationally (including bloggers/vloggers, notable individuals in the media, film/TV organizations, and academia).
- Assists in developing and scheduling social media messages, administering posts, running analytics and helping develop social media/online strategies.
- Attends meetings and reports on current projects, as well as offers insight and input for online strategy.
- Creates and logs Facebook Ads.
- Creates optimized images (JPEGs/PNGs) for social media covers, posts and albums, including the addition of basic text and graphics.
- Uploads videos to KQED online properties via YouTube and PBS Video.
- Creates original social content (memes, Vines, GIFs).

- Assists in researching, writing and editing content for KQED Pressroom web pages, including those for Film School Shorts and of other KQED Presents properties
- Runs carriage reports to help identify and target maximized social media posts to relevant markets.
- Makes cold phone calls and writes introductory emails to potential partners, featured filmmakers and member stations, as well as following up as requested.
- Assists in cross-promotional efforts, helping create synergy with other departments throughout KQED.

Internship Qualifications:

- Academically studying, experienced and/or interested in: digital marketing and communications, social media, interactive media and blogging
- Strong interest and genuine passion for independent film, particularly short films (fiction, animation) and feature length documentaries.
- Eagerness to stay on top of what online topics, videos and articles are new/viral/trending.
- Strong understanding of social media platforms (Facebook, Twitter, Google+, Tumblr, YouTube) and how to use them to engage with users. Experience with TweetDeck and/or scheduling content on social media a plus.
- Basic understanding of online database platforms, such as IMDB and Wikipedia.
- Strong online research skills.
- Comfortable reaching out to filmmakers, media organizations, universities, bloggers/vloggers.
- Experience with Microsoft Office, Windows and Mac OS platforms. WordPress and/or blogging experience a plus.
- Basic video/image/audio editing skills and basic understanding of video codecs a plus.
- Excellent oral, written and online communication skills.
- Ability to work independently on tight deadlines and to balance multiple assignments.

Tracking:

Added to system: **8/18/14 4:25 PM**

ID: **276**

Last updated: **10/2/14 4:27 PM**

Requisition: Communication Internship-Fall (Sept-Dec)

Requisition Owner(s):

Requisition Owners: Jue, Debbie

Requisition Information:

Opened Date: 4/14/14	Reason for Opening: New Position
Job Code: 233	Replacement for:
Title: Communication Internship-Fall (Sept-Dec)	Employment duration: Part time Temporary
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date: 9/4/14
Status: Filled	Filled By:
# of openings: 1	Start Date:
Budget Status:	

Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Agencies:

Agencies:

Description

Description:

Terms Available:

Fall Term: September-December
Spring Term: January-April

Summer Term: May-August

Please apply two months prior to start of term.

Division: Marketing

Department: Communications

Internship Summary:

The Communications Department includes public relations, promotion, publications, government affairs, design, community outreach and audience relations. The department creates and distributes all promotional materials and program-based advertising for KQED. Communications Interns extend the efforts of the department by assisting with day-to-day requests and ongoing projects within the department.

Internship Duties:

- Researches print and broadcast media press contacts for specific program pitching.
- Assists in developing social media messages and administering posts and analytics.
- Pitches KQED content to online media and researches future contacts.
- Writes and sends monthly highlights targeting local press.
- Writes and sends Heritage Month press releases.
- Assists with writing letters and garnering support from elected officials regarding public broadcasting legislation and requests for certificates and acknowledgements.
- Assists with outreach to elected officials and community groups for Heritage Month Celebrations.
- Assists with organizing outreach activities and screenings at community events.
- Helps identify community groups to partner with for specific programming events.
- Assists with research and writing for the monthly printed program guides.
- Assists in cross-promotion efforts, creating synergy with other departments throughout KQED.
- Assists with ad placements and ad reports.
- Prepares press clippings, maintains clipping database, and assists with press reports.
- Assists with press kit assembly and press mailings.

Internship Qualifications:

- Interest and / or experience in public relations, marketing, government relations, community relations and / or communications.
- Strong research skills.
- Self starter.
- Ability to multitask.
- Computer skills essential, including mail merge, database and spreadsheet application, and word processing skills.
- Excellent oral and written communication skills.
- Ability to take direction and to work independently.

Tracking:

Added to system: **4/8/14 4:12 PM**

ID: **233**

Last updated: **9/4/14 4:28 PM**

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