

**TELEVISION ACADEMY FOUNDATION
IN PARTNERSHIP WITH THE ALLIANCE FOR CHILDREN'S RIGHTS
INTERNSHIP OPPORTUNITY**

Summer 2019

CATEGORY: CORPORATE CITIZENSHIP/INTERNAL COMMUNICATIONS

SITE: NETWORK OR STUDIO

ACTIVITIES: SUPPORT ONGOING PRO-SOCIAL/PHILANTHROPIC CAMPAIGNS, ORGANIZE INVITATION AND GUESTS LISTS FOR MEDIA EVENTS, ASSIST WITH PRODUCTION OF DIGITAL AND SOCIAL MEDIA CONTENT, SUPPORT PR AND PRESS EVENTS, PREPARE PRESENTATIONS, GENERAL ADMINISTRATIVE WORK, PREPARE PAPERWORK FOR CHARITABLE CONTRIBUTIONS TO NONPROFITS

ELIGIBLE APPLICANTS: QUALIFIED FULL-TIME STUDENTS PURSUING AN ASSOCIATES, BACHELORS OR GRADUATE DEGREE AT A COLLEGE OR UNIVERSITY

FULL-TIME/40 HRS PER WEEK/8 WEEKS/EARLY TO MID-JUNE THROUGH EARLY TO MID-AUGUST/\$14.25 PER HR

Submission Requirements

- Information Page (name, email, cell phone, college or university with expected graduation date, status: freshman, sophomore, junior, senior, or graduate student and major/minor)
- Professional Statement of 300-400 words discussing the specific reasons you are applying for this internship and your professional objectives
- Resume
- Two letters of recommendation addressed to the Internship Committee (at least one must be from an academic and on the institution's letterhead)
- Transcript(s) with courses and grades (unofficial photocopies will be accepted)

Qualifications

- Strong interest and/or experience with philanthropic endeavors and initiatives in media and entertainment
- Passion and experience either as a volunteer or supporter of charitable causes
- Adaptable to fast-paced environment
- Self-motivated
- Dependable
- Team Player
- Excellent communication skills, both written and verbal
- Strong organizational skills
- Keen attention to detail

- Proven skills utilizing Microsoft Office products (Outlook, Excel, Word, PowerPoint)
- Must have reliable transportation

Finalists will be notified in late May and will be required to submit a short video interview answering questions provided by the Foundation. The interview may be recorded on your cell phone.

All winners will be subject to a background check prior to final placement.

Television Academy Foundation

Established as the charitable arm of the Television Academy, the Foundation's mission is to educate and inspire our future leaders while preserving the legacy of television. The organization pursues its mission through the efforts of several programs including its renowned Internship Program. The Foundation is pleased to be working with the Alliance for Children's Rights to provide an internship opportunity for a college student who is transitioning or has transitioned out of foster care.