

# THE PALEY CENTER FOR MEDIA

## Internship Program

The Paley Center for Media invites qualified students to take part in the 2009–2010 Internship Program, a structured and rewarding program designed to provide unique insight into the worlds of network, cable and international broadcasting, as well as valuable experience in museum administration. Credit may be available through the student's school. This is **not** a paid internship.

Students assist Paley Center staff members in nearly every phase of daily work as well as on special projects geared to the student's skills and interests. Interns are assigned to specific departments for a semester or a summer. The departments include Library Services, Public Relations and Research Services. At times, the Vice President's Offices may need an intern for a Special Project. It is recommended that applicants have basic skills in clerical, word-processing computer as well as any other specified knowledge required by the individual departments.

Attached please find detailed information on the nature of the internships within each department, including a description of anticipated duties, qualifications and an application form. A Completed application form and personal interview (which may be accomplished by phone in some instances) are mandatory for all intern candidates.

All interested applicants should send a completed application, resume, and two letters of recommendation (either academic or professional) addressed to:

The Paley Center for Media  
Internship Program  
25 West 52 Street  
New York, New York 10019

For additional information, please contact the Internship Office at [reng@paleycenter.org](mailto:reng@paleycenter.org).

The following is a brief description of the various departments and the necessary qualifications needed to participate in our internship program.

### **Curatorial Department: Television, Radio and Advertising**

DESCRIPTION: The responsibilities of the Curatorial intern may include compiling information about programs and individuals significant in the history of the media by using resources available at the three major networks, the Lincoln Center Library and the Library of Congress, in addition to those at the Paley Center. Listening to and reviewing programs newly received and presently in the Paley Center's collection for technical quality and appropriateness for use in the exhibitions. The intern may also write descriptions of programs for use in Paley Center literature such as exhibition brochures as well as helping with such tasks as drafting correspondence, telephoning and clerical work.

QUALIFICATIONS: Strong research skills, accurate typing, ability to deal with the public over the phone, English language fluency in writing and in speech, and an interest in broadcasting.

### **Library Services Department**

DESCRIPTION: At the request of the department staff, interns watch television videotapes, listen to radio tapes, and use microfilm and reference sources to research facts about cataloged and non-cataloged programs. They fill in any missing information about series titles, episode titles, broadcast history, producer, director, cast and other production credits and the nuances of program content. Interns also assist with indexing and some light clerical work.

QUALIFICATIONS: Intern must have strong writing and analytical skills. Typing, clerical skills and knowledge of Macintosh preferred.

### **Public Relations Department**

DESCRIPTION: The Public Relations Department is responsible for publicizing all exhibitions, seminars and special events. An intern works closely with the Public Relations Staff on routine duties (typing, filing, photocopying) and long-term projects (press releases, telephone projects, organization of exhibition openings and press conferences).

QUALIFICATIONS: Because at times there will be a heavy phone work and the opportunity to meet important press people, the intern should maintain a good appearance, be articulate, feel at ease on the phone and when interacting with the public. Accurate typing and some writing ability are suggested.

## **Research Service Department**

DESCRIPTION: The Research Services Department (which is part of the Library Services Department) is responsible for creating and maintaining a wide-ranging archive of information on all aspects of television, radio, advertising and communications. An intern will assist in the organization of the extensive amount of information received daily and may be assigned to special projects as well.

The internship entails helping to create a reference archive by selecting, clipping and xeroxing daily newspapers and periodicals, as well as a researcher, answering complex queries that come in to the Research Services Department from Museum patrons, documentary filmmakers, directors and producers, television networks, fact-checkers and the general public.

QUALIFICATIONS: A broad interest in television and communications and an interest in research methods. The intern should be very organized and be able to work on several projects at once. A knowledge of Microfiche and clerical work is required.

## **Special Projects: Vice President's Office**

DESCRIPTION: The internship will occur when and if the Vice President is working on a project for which the aid of an intern would be beneficial. Projects vary in scope and need and might not always be available as a choice for an intern.

QUALIFICATIONS: Strong verbal and written communication skills, ability to work without constant direction and knowledge of telephone etiquette and word-processing.

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## Intern Application Form

Name \_\_\_\_\_ E mail \_\_\_\_\_

Current Address \_\_\_\_\_ Phone \_\_\_\_\_

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Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

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Current Educational Institution \_\_\_\_\_

Major \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Circle desired time of Internship    FALL    SPRING    SUMMER

List two Departments of Interest: 1 \_\_\_\_\_

2 \_\_\_\_\_

How did you learn about this program? \_\_\_\_\_

Give dates when you will be available for an interview in New York.

(A telephone interview can be arranged if it is impossible for you to come in person.)

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**On a separate sheet of paper, please answer ONE of the following:**

- A. How do you envision the future role of television and/or radio in the next ten years?
- B. Describe a specific experience that has directed your interest in television and/or radio arts.
- C. Describe why you are interested in Museum work and particularly why your interest is drawn to The Paley Center for Media.

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Please return this page as the cover sheet of your application.