

# The **Vincent Tucker** **Radio Show**

## **INTERNSHIP APPLICATION PACKET**



# Intern with *The Vincent Tucker Radio Show* today!

CWC Entertainment Group, L.L.C. is proud to announce our internship program for our award winning, syndicated broadcast *The Vincent Tucker Radio Show* featuring rising entertainer Vincent “Heartbreak” Tucker. Interning for the critically-acclaimed program can offer a wide array of experience. Not only will you get to be around some of the famous celebrities that we’re around, you might even be on Urban Advocate TV!

Internships are offered year round and are divided into quarterly sessions. These internships are available to students fulfilling the following requirements:



- Student must be at least 18 years of age.
- Current college student (freshman, sophomore, junior, senior, post-graduate). Must Show Proof.
- Internship must be taken for credit.
- Familiarity with the Dallas urban contemporary radio market is preferred but NOT required.
- Previous radio or other media experience (school, internship, or professional) preferred but NOT required.
- Responsibility, judgment, organization, dependability, promptness, initiative, creativity, and efficiency are key to the success of interns along with the ability to handle deadlines, writing, and audio production.
- Must be available EVERY Saturday Morning to work from the Arlington, Texas studios of Fishbowl Radio Network/fbrn.us (8am to Noon).

**Our internships are unpaid and for credit only\*\*.** You will be asked to provide proof of enrollment at an accredited college or university and documentation that you will receive credit for the internship. Positions generally require up to 15 hours per week. Basic computer skills, professionalism, a passion for learning and an awesome attitude are a must for anyone being considered.

Due to the high volume of applications we receive, please do not call, email or send us mail checking on the status of your application. We will be contacting qualified applicants as needed.



# Departments & Experience:

Your responsibilities will vary from support activities to actual hands on work. This is an opportunity for you to shine and we will do the best we can to support you in taking full advantage of your experience with *The Vincent Tucker Radio Show*.

## **Responsibilities Include:**

**Programming:** Exposure to all aspects of radio station programming including music selection and publicity. Programming interns will become familiar with air personality duties; on-air request; the music industry and music selection process, administrative procedures and production.

**Sales:** Interns with a strong interest in advertising and sales needed to assist the sales department. Interns should be computer literate, have great phone and organizational skills, and able to perform multiple task.

**News & Public Affairs:** Observation of, researching & assisting with the technical process of the day-to-day news gathering and broadcasting activities. Writing press releases and helping to coordinate and participate in public affairs, events and the show itself are a requirement for public affairs/news department interns.

**Production:** Learn to use studio equipment and develop excellence in production values. Assisting the production staff in production of spot advertising, promotional announcements, and news as needed.

**Promotions:** Assisting the promotions department in setting up & executing station appearances. Possibly writing announcements, and brain storming sessions to generate creative promotions.

**Online/Web Development:** Assisting our online department in creating, organizing, and delivering promotional, multimedia, and sales-driven content across all social media spectrums & web sites.

**Business & Admin:** Handles all financial transactions for account payables and receivables and budgeting.

Interns for *The Vincent Tucker Radio Show* are required to attend all major Radio show events that occur during the semester of their internship. There will be mandatory events listing handed out to interns each semester. Most events are listed; some are added during the course of the internship. All interns are expected to attend each event.



# Applying to Intern:

Please e-mail your resume and cover letter to [CWCEntGroup@Gmail.com](mailto:CWCEntGroup@Gmail.com) expressing your interest in interning with *The Vincent Tucker Radio Show*. **Applications should be received by the following deadlines** to assure full consideration. Late applications will be considered for future terms.

\*Dates listed subject to change.

Semester	Dates	Deadline
Summer	June 4 – August 27, 2016	May 21, 2016
Fall	September 10 – December 10, 2016	August 20, 2016
Winter/Spring	January 7 – May 6, 2017	December 3, 2016

Schedules are flexible (on an “as needed” basis) as interns are selected on the basis of professional potential. We look at our internship program as a developing ground for potential success in the Radio industry. This isn’t a coffee-fetching, runt work internship. We do trust that our interns will handle tasks responsibly with diligence & enthusiasm.

**Note:** CWC Entertainment Group, L.L.C. (the parent company of *The Vincent Tucker Radio Show*) is an equal opportunity employer. Interns are considered trainees and not employees under the Fair Labor Standards Act of 1973.



# The Internship:

Which Semester are you applying for? (Circle one or more)

- Summer June 4 – August 27, 2016
- Fall September 10 – December 10, 2016
- Winter/Spring January 7 – May 6, 2017

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

College/University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Major: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please Rank Your Area of Interest: (1=Highest, 13=Lowest)

- |                      |                       |
|----------------------|-----------------------|
| ____ Production      | ____ Programming      |
| ____ News            | ____ Promotions       |
| ____ Event Marketing | ____ Traffic          |
| ____ Sales           | ____ Public Relations |
| ____ Business        | ____ Research         |
| ____ On-Air          | ____ Web              |
| ____ Video Intern    |                       |



What do you expect to gain from the internship with *The Vincent Tucker Radio Show*? \_\_\_\_\_

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Why did you choose *The Vincent Tucker Radio Show* to do your internship?

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What are your Career Goals? \_\_\_\_\_

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# About Our Intern Program:



*The Vincent Tucker Radio Show* Internship Program created by CWC Entertainment Group, L.L.C. has been designed to provide qualified fulltime college and university graduate and undergraduate students with an in-depth exposure to professional radio production facilities, techniques, and practices. This program is for college credit only and is designed to give them a well-rounded introduction to radio and operate at a top level of efficiency and customer service.

CWC Entertainment Group, L.L.C. expects its prospective interns to fill basic qualifications. These include: a positive attitude, a desire to work, willingness to listen and follow instructions, an eagerness to gain experience relevant to career objectives. The company also looks for highly developed skills in writing, public speaking, analytical thinking, strategic planning and comprehensive listening. We value applicants who can easily adapt to a fast pace and demanding environment.

When applying for the program, students will be asked to select an area of concentration. Although they may have a particular interest, they will also be given assignments that allow them to experience in each department. Responsibilities will vary from support activities to actual hands on work. This is an opportunity for them to shine and we will do the best we can to support them in taking full advantage of their time here.

We will evaluate intern performance midway thru the semester and at the end of their time here. They will be graded on skills and abilities, including: attention to detail, production skills, promotional skills, punctuality, ability to handle assignments, ability to work under deadline pressure, workplace etiquette and of course communication! This paperwork is strictly for in-house use and will be placed in the interns station file after an one-on-one scheduled meeting with me. The information will be shared with the intern, and the program supervisor, at the supervisor's request. Any forms supervisors need filled out for the school during the course of the internship should be received at least 2 weeks prior to their deadline submission. We encourage interns and their supervisors to communicate with us via e-mail to keep the lines of communication open at all times. We look forward to working with you and your students during the course of the semester.

CWC Entertainment Group L.L.C.

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