

June 13, 2012

CLERGY

REV. NANCY KELLOND
Sr. Pastor

**REV. KATHLEEN
COBLE**
Associate Pastor

REV. CHRIS DELUISE
Associate Pastor

DR. ORIN SMITH
Associate Pastor

PROGRAM STAFF

DEREK MCNATT
Director of Music
Ministries

BLAKE BENTLEY
Contemporary Worship
Leader

RYAN ROBERTS
Director of Youth
Ministries

JEROME PESEK
Building & Properties
Manager

LISA CORREIA
Director of Weekday
Ministries

VICKI WRIGHT
Director of Christian
Education

HOLLIE WADE
Director of Children's
Ministries

ARTHUR YEE
Ministries Coordinator

Internship Coordinator
SHSU Mass Communication
Box 2207
Huntsville, TX 77341

Dear Friend,

We are very excited to have Allison McMath serve as Intern this fall here at Klein United Methodist Church. I will be her Supervisor and she will also work with Rev. Chris DeLuise, who is pastor working with the Communications area. Here is her job description as you requested:

Assist pastor and church staff with overall communication plan.

Help develop weekly publications, website, and social media.

Assist with production and editing of videos.

Develop church narrative and convey to congregation the wonderful missions and ministries of our church.

Develop publications related to Stewardship.

Thank you so much for this opportunity to work with Allison.



Nancy Kellond
Lead Pastor

"Making Disciples – Transforming the World"



News Intern Responsibilities

The Station's goal is to give the newsroom intern a complete overview of how a newsroom operates and the importance of every position and the various experience and knowledge that is necessary to successfully produce a newscast that is compelling and relevant to the community. The responsibilities are as follows but not limited to: helping on the assignment desk by answering phones, monitoring the wires and scanners, and calling local contacts for information; going out with general assignment reporters and assisting with story research, setting up interviews, and interacting with the photographers to assist in covering stories; assisting producers by gathering various elements (packages, copy and graphics) to construct a newscast; sitting with editors to learn how to edit tapes for newscasts, monitor and record network feeds from bureaus and live trucks; working with associate producers to learn how to write with brevity and clarity for newscasts; learning the various aspects of web producing; learning the intricacies of setting-up the studio for lighting, camera positioning, and communication.



INTERNSHIP JOB DESCRIPTION

We hope that your time with Cox Radio will further your education by observation and participation in all areas of radio broadcast operations.

Responsibilities of the Intern:

The responsibility of the intern is to work in each department at Cox Radio and gain working knowledge by observing each department, watching what they do, participate if applicable, to observe and get an idea of the core business of radio, the importance of teamwork and how departments interact with each other.

Academic and Professional Benefits of the Internship:

The student will learn all aspects of radio. On the job training is the best!

Promotions Department: Intern will learn all that goes on in the promotion department. The client contact, working with the sales representative, the promotions street team, and will work very closely with the Marketing Director. The promotions department is extremely important as they are working directly for the client in most cases and represent the client and the station. Team work is vital with this job, organizational skills and time management is very important.

Sales Department: Intern will work closely with our General Sales Manager's for a couple of days. Intern will attend their weekly sales meetings and see how the sales team works together in bringing in new clients, setting goals, working on a good presentation for the client - intern will be able to hopefully go on a sales call, see how the clients and sales managers ideas come together with ideas and strategies to make a successful media campaign.

Traffic Department: Intern will assist our Traffic Department with filing and learning the process of how traffic works. Seeing how commercials are scheduled, making sure client "copy" is in on time. If a commercial is missed on the air for any reason, seeing how they do "make goods", how to keep files organized and be able to pull info at any given time for the sales manager or client, and making sure affidavits and acknowledgements are signed.

Morning Show: Intern will sit in with a Morning Show and see all the excitement and craziness that goes on in getting prepped for the show and the actual on-air experience. Intern will see how the morning show is prepared, the early hours they have to be at work and ready to go by 5:00 a.m. with the morning news and events, (if intern wants to come in that early!) How they keep track of what they are going to say - how they communicate with each other, coming up with ideas for fun interactions with themselves and listeners.

Other On-air: Intern will be able to see how the board operates, assisting with call ins, plugging in the commercials, the jock will show them how up to speed they need to be in reading the newspaper, watching TV and monitoring newswires for the days news events and how to give that information to the public. Intern will answer call-ins from listeners - keep track of on-air give-a-ways, getting winners names and addresses correct. Being sure this info is given to the promotions department to distribute the winner's prizes.

Creative Director and Production: See how commercials are written, jingles are produced, ID tags are recorded, and getting them on the logs.

Music Directors: Intern will spend the day with our Music Director, see how music is picked, scheduled, and played on the air. Meet with recording artists or potential artists and see how they present their music to our station and music director for airplay.

Programming Directors: This position basically oversees the running of the actual radio station studio - what is played, the programming, the ID's, tags, anything aired goes through the PD.

We hope that your Internship will be useful and beneficial in your educational and career choices.

Melodye Hodges
Human Resources
Cox Media Group-Houston