

# MTV NETWORKS

A V I A C O M C O M P A N Y

To Internship Candidate:

Thank you for inquiring about the internship program with MTV Networks - Nashville. Internships at our location will be with cable channel, CMT (Country Music Television) or MTV Networks Strategic Services. CMT is owned and operated by Viacom, Inc. and is a 24-hour country music network. CMT carries original programming, specials, live concerts, and music videos. CMT is always on the look out for bright, creative students to participate in our internship program. Our internships are designed to offer students an opportunity to gain insight into the television industry. Interns obtain hands-on experience by working in jobs related to their career fields and by interacting with professionals in on-the-job situations.

Our internships are only available to college students who are eligible to receive academic credit and have reached their junior year or higher in their education. We offer hands-on opportunities in various departments of the company, and will consider applicants who are majoring in a field that that is relevant to our listings such as television production, programming, communications, electronic media, public relations, music business and entertainment law. The internships are available throughout the year and we work with the student to determine how many days a week they are able to intern. To qualify, students must be able to receive academic credit for an internship through their university or college. Candidates must also be willing to commit to a schedule of 10 consecutive weeks and a minimum of 16 hours per week in order to be considered for this program.

A list of the internships available for all semesters is enclosed, as is the application needed to apply for any of our internship opportunities. Again, we appreciate your interest in our program and look forward to receiving your information.

Sincerely,



Josh Sharpe  
Manager, Human Resources  
Internship Coordinator  
CMT / MTV Networks – Nashville

**Deadlines to apply for internships are as follows:**

**Summer 2011 ~ February 28, 2011**

**Fall 2011 ~ June 30, 2011**

**Spring 2012 ~ October 31, 2011**





## Internship Application Process

To apply for an internship with CMT / MTV Networks - Nashville, the following information is required:

1. **A completed application form (enclosed - page 3). Please do not return any other pages from this packet.**
2. **A cover letter indicating your area of interest and current resume.**
3. **Two letters of recommendation. One must be from a faculty sponsor or internship coordinator.**
4. **Letter or guidelines from college or university outlining the criteria for you to receive academic credit for an internship.**

Please note that applicants must be able to commit to a program consisting of 10 consecutive weeks and a minimum of 16 hours per week in order to be considered for an internship.

Completed applications should be mailed to:

**CMT / MTV Networks - Nashville  
Internship Program  
330 Commerce Street  
Nashville, TN 37201**

For questions or inquiries, please e-mail:

**employment@cmt.com**



Please support CMT's EverGreen program by refraining from including any other binding or potential waste materials with your completed application packet.

PERSONAL INFORMATION					
<b>Full Name:</b>					
<b>School Address:</b>	Last	First		M.I.	
	Street Address				Apt / Unit
	City		State		ZIP Code
<b>Home Phone:</b>	(      )		<b>Cell Phone:</b>	(      )	
<b>E-mail Address :</b> <small>(most frequently checked)</small>					
<b>Permanent Home Address :</b>					
<i>Address preferred for HR reply:</i> <input type="checkbox"/> School <input type="checkbox"/> Home	Street Address			Apt / Unit	
	City		State		Zip
SCHOOL INFORMATION					
<b>School Name:</b>					
<b>Major / College of:</b>				<b>Location City:</b>	
<b>Minor / Course of Study:</b>				<b>State:</b>	
<b>Expected Graduation:</b> <small>(Month/Year)</small>		<b>Applying for Term/Year:</b> <small>(Please Check)</small>		YR ____ __ Fall __ Spring __ Summer	
<b>Faculty Supervisor: (Name/Title)</b>			<b>Contact #:</b>	(      )	
INTERNSHIP INTERESTS					
<b>Term Availability</b>	<b>Start Date:</b> <small>(mm/dd/yyyy)</small>			<b>End Date:</b> <small>(mm/dd/yyyy)</small>	
<i>Days :</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<i>Times:</i> <small>(Please Insert hrs )</small>					
<b>POSITIONS</b>	<b>Please indicate top 3 departments of interest in order of preference :</b> <small>(Note: This does not guarantee that applicant will be considered for departments - only indicates preference.)</small>				
	1.				
	2.				
	3.				
<b>Please use space below to give short answer as to how interning with CMT will aide in advancing your career interests in relation to your Major.</b>					

## INTERNAL LISTING OF INTERNSHIP DEPARTMENTS / OPPORTUNITIES

*The following is a list of CMT / MTV Networks departments in Nashville with internship opportunities available for the upcoming semester (subject to change) - click on the department to navigate to page of description:*

- **Business & Legal Affairs**
- **CMT Insider**
- **CMT Radio Networks**
- **CMT.com - Ad Sales**
- **CMT.com - Digital Imaging**
- **CMT.com - Digital Media**
- **CMT.com - Mobile**
- **Consumer Marketing**
- **CORE Services / Facilities**
- **Corporate Communication / PR**
- **Creative Services - Off-Air Design**
- **Creative Services - On-Air Graphics**
- **Creative Services - On-Line Design**
- **Creative Services - Promotions**
- **Finance**
- **Human Resources**
- **Integrated Marketing**
- **Music & Media Licensing**
- **Music Strategy**
- **Music Strategy - Marketing**
- **Post Production**
- **Production / Development**
- **Production Management**
- **Program Development**
- **Program Development - Off Channel (Broadband)**
- **Program Development / Production, Music & Events**
- **Program Development / Production, Show Specific**
- **Program Planning & Scheduling**
- **Public Affairs / CMT One Country**
- **Social Media Marketing**
- **Special Events**
- **Talent Relations**
- **Tape Library**
- **Technical Operations**

## **Business & Legal Affairs**

**Preferred number of days needed:** minimum of 2 days per week (8 hours total per week.)

**Preferred major(s):** None, just an interest in entertainment law (prefer law students in their 3rd year but will consider 2nd year law students and paralegal students)

**Special Skills:** MS Word & MS Excel

**Job Description:** Interns will gain an understanding of CMT's business & legal affairs (BALA) department and its role. Interns will work with all members of the CMT BALA team, observing and/or assisting with various tasks such as drafting basic contracts, summarizing long form agreements, researching legal issues and/or various assignments that will allow one to gain insight into the entertainment law field. Interns will have an opportunity to gain exposure to other CMT departments and personnel. The goal of the internship will be to expose, educate and assist law student interns toward understanding rights issues facing a multimedia corporation such as MTV Networks.

**Department Profile:** CMT's Business & Legal Affairs Department [BALA] supervises the business and legal affairs for CMT. BALA duties involve being responsible for legal analysis and the negotiation of CMT's numerous deals and contracts.

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## **CMT Insider**

**Preferred number of days needed:** 5 days a week preferred.

**Preferred major(s):** Journalism, Broadcast Journalism (Juniors or Seniors only)

**Special Skills:** Word processing, effective use of internet for research, good communication skills, an understanding of audio and video production is a plus. Should have a good knowledge of country music.

**Job Description:** Intern to provide story research (phone and internet). Will run job-related errands for the News department, including securing tapes from on-site tape library. Intern will shadow and observe news staff at news, program shoots, and interviews. Intern will be involved in the news coverage of various country music events, including annual awards shows. Intern will interact and have exposure to record label representatives, publicity staffers, artist management representatives, and various internal departments at CMT.

**Department Profile:** CMT news provides the total entertainment news product to the channel and its various news components (CMT.com, CMT Insider).

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## **CMT Radio Networks**

**Preferred number of days needed:** minimum of three per week/16 hours per week.

**Preferred major(s):** Communications, Journalism, Radio Broadcasting (Juniors or Seniors only)

**Special Skills:** Some knowledge of radio production and equipment, good writing skills, strong computer skills (Word, Excel, Power Point, Adobe, Access), good organizational and interpersonal skills, ability to productively conduct internet research, detail oriented, work in a deadline driven atmosphere. Good communications skills are required.

### **Job Description:**

Intern #1 (CMT Daily Roundup and CMT Radio Insider) - Intern will assist in the preparation of CMT Radio Network's daily prep sheet. They will compile information for special features, and will be involved with writing stories and sound editing. Intern will shadow artist interviews, will have exposure to artist management and will shadow covering music news events when applicable. Intern will have interaction with various other departments of MTVN, including the Music Strategies department, CMT.com CMT Insider, Post Production, Graphics, Consumer Marketing and programming.

Intern #2 (CMT Radio Live with Cody Alan) - Intern will assist in several areas including social networking, website features, archiving audio, promotion development, listener sweepstake mail outs, and other daily tasks. This section of our department is evolving daily and the interns role will change on a day-by-day basis. Interns will shadow interviews held within the CMT building and have interaction with various other departments of MTVN, including the Music Strategies department, CMT.com CMT Insider, Post Production, Graphics, Consumer Marketing and programming. They will also have exposure to artist management, record labels, and publicists.

**Department Profile:** The CMT Radio Network is comprised of three main areas; CMT Daily Roundup, CMT Radio Insider, and CMT Radio Live with Cody Alan. The CMT Daily Roundup is a daily news prep sheet designed to serve radio morning shows at more than 160 country music radio stations nationwide. CMT Radio Insider is a weekly syndicated radio show covering the top country music and entertainment stories of the week. The producer of CMT Radio Insider also produces monthly and quarterly specials. CMT Radio Live with Cody Alan is a nationally syndicated radio show that broadcasts from CMT's studios five nights a week in 75 markets. CMT Radio Networks serves to further the CMT brand as being first in country music news coverage, and it helps promote CMT programming to over 40 million radio listeners daily.

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## **CMT.com - Ad Sales**

**Preferred number of days needed:** 5 days (Monday – Friday)

**Preferred major(s):** Marketing, Advertising, Communications, Music Business

**Special Skills:** Word processing, effective use of the internet for research, Power Point and Photoshop preferred

**Job Description:** Interns will gain an understanding of CMT's digital ad sales and its critical role within CMT. Interns will observe and or assist will all steps involved in all initiatives. Interns will have the opportunity to work alongside other CMT departments and personnel. Interns will produce/write/edit content on CMT.com and will assist in the development of customized campaigns for clients and sponsorship opportunities for existing CMT.com franchises.

**Department Profile:** Ad Sales Production works closely with CMT.com technical staff, integrated and consumer marketing departments, CMT's creative teams and ad sales account executives in New York, L.A., Chicago and Detroit to create branded marketing campaigns and content opportunities for our digital advertisers. Ad Sales Production staff oversee the campaign design and approval process and assist with the launch and upkeep of digital campaigns while controlling production budgets and timelines.

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## **CMT.com – Digital Media**

**Preferred number of days needed:** minimum of 2 days per week /16 hours per week.

**Preferred major(s):** Print or Broadcast Journalism, Music Business, Communications. (Juniors and Seniors only)

**Special Skills:** Word processing, effective use of the internet for research, good communication skills, excellent writing skills, knowledge of CMT programming and CMT.com a plus, an understanding of audio and video production is a plus and web development skills are a plus.

**Job Description:** Intern will assist producers in writing promos and newsletter copy and will have occasional opportunities to shoot digital pictures or write news articles for possible use on website. Intern will transcribe and log audio and video tapes, update information on show pages and message boards, update artist biographies and provide research assistance for music journalists and site producers. There are occasional opportunities for a CMT.com Intern to act as a runner for music events such as awards shows and various show tapings. Intern will perform other duties as assigned.

**Department Profile:** The programming and production division of CMT.com produces program pages and microsites in support of CMT programs and events. This process involves implementing brand-approved designs and development and maintenance of show pages, special event microsites and online voting pages. The CMT.com production group works closely with the CMT public relations department and programming representatives to make sure all CMT programming information featured online is reflective of the channel's goals. Additionally, the CMT.com production group produces/writes/edits material for editorial and entertainment content pages, updates artist pages and launches and promotes music videos, text and video blogs and full-episodes of CMT shows online. The team is also responsible for shooting, cropping and sizing digital images for the Web site.

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## **CMT.com - Digital Imaging**

**Preferred number of days needed:** minimum of 3 per week, 16 hours per week

**Preferred major(s):** Photo Journalism, Graphic Design, Web Development (Juniors and Seniors only)

**Special Skills:** Working knowledge of PhotoShop, Adobe Illustrator and various graphics software packages, Web development, good communication skills.

**Job Description:** Intern will assist CMT.com Photo Manager in the procurement and preparation of digital images for CMT.com, including cropping, sizing and entering images into database tracking system. Intern will assist in building photo galleries for CMT.com

Intern will research images related to the country music industry at photo production companies. Intern will assist in maintaining image databases and tracking rights and clearance requirements of restricted and/or expired images. Intern will shoot photos of in-house and other events; select, crop and size best images.

**Department Profile:** The programming and production division of CMT.com produces program pages and microsites in support of CMT programs and events. This process involves implementing brand-approved designs and development and maintenance of show pages, special event microsites and online voting pages. The CMT.com production group works closely with the CMT public relations department and programming representatives to make

sure all CMT programming information featured online is reflective of the channel's goals. Additionally, the CMT.com production group produces/writes/edits material for editorial and entertainment content pages, updates artist pages and launches and promotes music videos, text and video blogs and full-episodes of CMT shows online. The team is also responsible for shooting, cropping and sizing digital images for the Web site.

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## **CMT.com - Mobile**

**Preferred number of days needed:** minimum of 3 per week and at least 16 hours per week.

**Preferred major(s):** Television Production, Mass Communications, Communications, Television Broadcasting, Electronic Media. (Juniors and Seniors only).

**Special Skills:** MS Word, MS Excel, quick learner on new computer programs, basic knowledge of video production, good organizational and interpersonal skills, attention to detail

**Job Description:** Intern will provide assistance in preparing video content for CMT's mobile video and broadband syndication partners, including video shoots for original mobile programming. CMT Mobile intern will also help create and maintain content for CMT's mobile website, apps, texting campaigns, text alerts and ringtone sales. In addition, he or she will be responsible for research and various administrative tasks. Intern will help market CMT Mobile and publicize texting campaigns at events such as the CMA Music Festival. The CMT Mobile intern will work closely with many other CMT departments.

**Department Profile:** CMT Mobile provides video content including music videos, mobile versions of CMT shows and original programming for CMT's mobile video and broadband syndication partners. The department also produces apps, promotes ringtone sales, coordinates texting campaigns and distributes text alerts. The CMT Mobile department also runs the mobile website m.cmt.com.

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## **Consumer Marketing**

**Preferred number of days needed:** minimum of three per week/24 hours per week

**Preferred major(s):** Marketing, Communications or other relevant major

**Grade Level Preferred:** Senior or Post Graduate

**Special Skills:** Good working knowledge of Microsoft office, including Excel, Word and Outlook mail. Must be able to conduct productive research using the internet. Good organizational and interpersonal skills. Strong writing skills.

**Job Description:** Intern will spend 100 percent of their time assisting the Consumer Marketing department. They will provide administrative support, suggest ideas and opportunities to support the channel's programming and will work on other miscellaneous projects as needed. Intern will be exposed to various events at the channel such as the annual CMT Music Awards, the CMA Summer Music Festival, Crossroads, and other, depending on semester of their internship. Intern will interact with staff members of the creative department, CMT.com, CMT Radio Networks, Music & Talent, Press and Programming. Intern will assist the department staff by developing and maintaining inventory lists. Intern will assist with Consumer marketing promotions including sweepstakes fulfillment. Intern will work closely with country radio on several promotions. Intern will write creative job starts and be exposed to the advertising and creative process.

**Department Profile:** CMT Consumer Marketing is responsible for all off channel marketing efforts. Anything that touches the consumer (print ads, radio spots, radio promotions, TV spots, etc.) is channeled through Consumer Marketing. They work to drive consumers to watch CMT and ultimately impact ratings goals.

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## **CORE Services / Facilities**

**Preferred number of days needed:** minimum of 3 days per week and 16 hours per week.

**Preferred major(s):** All applicants will be considered (Juniors and Seniors only).

**Special Skills:** Customer service skills required and past experience preferred. Must be proficient with MS Word, Excel, and Outlook. Must have excellent phone skills, interpersonal skills and be eager to learn. Will be in contact with other departments at CMT and must adapt quickly to changing situations.

**Job Description:** CMT's CORE Services department is looking for an individual that is interested in what happens behind the scenes of an entertainment cable channel. Applicants should demonstrate eagerness to become more familiar with office design, space planning, and facilities management. The Intern's principle responsibilities will be to update the Standard Operating Procedures manual, maintain vendor files, and special projects. Some projects will be related to interior design, and applicants interested in this field are encouraged to apply. Secondary responsibilities will

include assisting with the Facilities helpdesk and serving as back-up receptionist when needed, answering phones, coordinating department work orders/maintenance schedules, contacting vendors, and assisting with conference and special event setups.

**Department Profile:** CORE Services crafts the look and feel of all Viacom/MTVN offices, including New York, Nashville, Santa Monica, and Detroit. CORE Services manages all Viacom/MTVN office issues related to physical space such as real estate strategy, space planning, design and construction, furniture selection and purchase, moves, mailrooms, reception and building maintenance and operations. CORE Services staff oversee in all locations all facility activities such as receptionists, conference room booking, mail, messenger centers, scan centers, copiers, faxes, pantries, maintenance, repairs, temperature issues, cleaning, keys and building operations. CORE Services partners in all locations with IS&T, Telecom and Production Technologies to ensure coordination of all computer, phone and AV requirements during moves and construction projects. Splashy, daring and lively, our surroundings speak volumes about the MTVN corporate philosophy, our varied products and the energy of the employees who work here. CORE Services continually strives to create a place MTV Networks can call home.

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## **Corporate Communications / Public Relations**

**Preferred number of days needed:** flexible (16 hours per week minimum)

**Preferred major(s):** Public Relations, Journalism. (Juniors and Seniors only)

**Special Skills:** Ability to write press releases and familiarity with AP Style. Use of internet for research, computer software including Word, Excel, Photo Shop, PowerPoint, and Access. Know how to scan and manipulate images. Working knowledge of Thumbs Plus is a plus.

**Job Description:** Intern will assist department with various daily deadline duties. Will work with photos and will burn photo CD's, make copies, send faxes, and handle various press distributions and mailings. Will research and compile media lists. Will draft press releases and pitch media. Will have some management of digital photos and management of daily news clips. Will be involved with CMT programs, awards shows, and special CMT tapings. Will have exposure to music industry clients (publicists, marketing reps, managers) and artists. Will have exposure to local, regional and national media reps and in various internal departments, including CMT Radio Networks and CMT.com personnel.

**Department Profile:** CMT Press works with national print, broadcast, and trade publications to obtain coverage of CMT programs, special events and news. The department manages media on-site at special events and tapings. They establish and maintain relationships with media and industry executives. Work with other CMT departments to research and disseminate timely information. The department also plans special events such as red carpets, press conferences, and media receptions.

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## **Creative Services - Off-Air Design**

**Preferred number of days needed:** minimum of 4 per week, 25 hours minimum per week.

**Preferred major(s):** Graphic Design (Juniors & Seniors only).

**Special Skills:** Working knowledge of PhotoShop, Illustrator, InDesign and some experience with and After Effects or Flash is a plus. Would need to be proficient with use of Microsoft Word, and Excel, have good communication skills, and good organization skills.

**Job Description:** Interns will have exposure to every project that comes into the Off-Air Design department during the semester they are working. In addition to design and production responsibilities, they will have the opportunity to observe and learn the various administrative components to working in a graphics department while supporting the Art Director, Manager and Coordinator. They will be exposed to the lingo used by print, web and broadcast designers and to the applications they use to create their work. Interns may also be invited to interact with other CMT departments (such as Event Operations and Consumer Marketing) and to participate in various CMT promotional events and initiatives.

**Department Profile:** Off-Air Design is part of the Creative department, which includes On-Air Design, On-Line Design and Consumer Marketing. The Off-Air Design team provides visual support for the network's programming, promotional content and CMT brand. CMT Creative works with internal partners including Programming, Post Production, Consumer Marketing, Ad Sales, Integrated Marketing, Affiliate Marketing as well as many others to develop and execute all CMT related marketing, promotional and packaging initiatives.

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## **Creative Services - On-Air Graphics**

**Preferred number of days needed:** minimum of 4 per week, 25 hours minimum per week.

**Preferred major(s):** Graphic Design and Animation (Juniors & Seniors only).

**Special Skills:** Working knowledge of PhotoShop and some experience with Final Cut Pro and After Effects is a plus. Would need to be proficient with use of Microsoft Word, and Excel, have good communication skills, and good organization skills.

**Job Description:** Intern will have the opportunity to observe and learn the various administrative components to working in a graphics department, while supporting the Art Director, Manager and Coordinator. They will sit-in on meetings with producers to get information on the shows and discuss the direction that the graphics package should take to best showcase and brand that program. They will provide research on show topics, artists and others who are involved in the show product. They will help procure the assets needed for the promos, including helping with clearances, gathering pictures and footage. They will be exposed to the lingo used by broadcast designers and they will be exposed to the applications they use to create their work. They will help organize and archive the department's library of books, artwork, stock photos, DVDs and logos, and they will work in Photoshop creating billboards to shows. Intern will have exposure to every project that comes into the department during the semester they are working.

**Department Profile:** On-Air Graphics is part of the Creative Services department, which includes off-air graphics, promotions and Consumer Marketing. The On-Air graphics team provides visual support for the network's programming and promotional content and CMT brand. CMT Creative works with internal partners including Programming, Post Production, Consumer Marketing, Ad Sales, Integrated Marketing, Affiliate Marketing as well as many others to develop and execute all CMT related marketing, promotional and packaging initiatives.

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## **Creative Services - On-Line Design**

**Preferred number of days needed:** minimum of 4 per week, 25 hours minimum per week.

**Preferred major(s):** Graphic Design; Web Development (Juniors & Seniors only).

**Special Skills:** Working knowledge of Photoshop, Illustrator, Dreamweaver, and Flash is a plus. Have good communication and organizational skills.

**Job Description:** Interns will have the opportunity to observe, learn and create content for the online brand, including web banners, web page designs, social media graphics, and CMT Mobile ads. Interns will be included in discussions about future online initiatives such as CMT apps, and will be invited to join meetings with CMT.com, CMT Mobile, and Consumer Marketing. Interns will have exposure to all the various online creative projects that come through the department.

**Department Profile:** The On-line Creative team provides visual support and online components for Consumer Marketing, Social Media, CMT Mobile, and CMT.com. Online Creative is part of the Creative department, which includes Off-Air Design and On-Air Graphics. The three divisions of the Creative department work closely together to support brand consistency.

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## **Creative Services - Promotions**

**Preferred number of days needed:** minimum of three per week (16 hours per week)

**Preferred major(s):** Television Broadcasting, Television/Radio Production, Advertising, (Juniors or Seniors only)

**Special Skills:** MS Word and Excel, must have knowledge of television production and post-production equipment, course work in copywriting, good organizational and interpersonal skills. Understanding of popular graphics programs a plus but not necessary.

**Job Description:** The Promos intern will gain real world experience working on various CMT projects. They will be exposed to Post Production, Music & Talent, Programming, Marketing, Graphics, Public Relations, CMT.com, and CMT Radio. The intern will screen video tapes, pull bites, assist in planning on location and studio shoots, attend shoots, take script notes, render oaxis messaging, write and produce on-air menus and give input to the department on promotional ideas. In addition, the Promos intern will provide daily department organizational support including, tape research, transcribing, logging masters into the tape library and shipping tapes.

**Department Profile:** The CMT Creative Department is responsible for all on-air and off-air brand messaging. The Promotions group creates all promotional spots that run on CMT. They also produce off-air assets used by marketing, advertising sales and affiliate sales such as CMA festival pre-concert tape, TN Titans jumbotron, Country Stampede, and CMT's retail store front videos and all internal presentation tapes. The department produces 5 - 15 on-air promos per week including a weekly radio spot for the nationally syndicated show CMT Country Countdown USA. The Promos staff also writes copy for print advertising, Marketing live events - CMA Festival, local sporting events, TV Guide, and countless more.

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## Finance

**Preferred number of days needed:** minimum of 4 days per week and at least 16 hours per week.

**Preferred major(s):** Finance, Accounting, General Business

**Special Skills:** Competent use of MS Office Suite including Word and Excel, detail-oriented. Must have the ability to sit at a computer for long periods of time while doing research or entering data. Excellent time management and organization skills are required.

**Job Description:** Will assist in the preparation and analysis of financial reports; will assist in performing monthly accounting close procedures including accruals, adjustments, and reconciliations; will assist in the preparation of quarterly estimates and other financial reporting items; provide financial input when appropriate; assist in special financial projects.

**Department Profile:** The Finance department is responsible for all accounting and finance functions that occur at 330 Commerce. This includes payroll, production accounting, petty cash, budgeting and expense tracking, financial reporting, monthly close, quarterly forecasting, and long range financial planning. This team is in continuous communication with each CMT department in order to keep budget forecasting accurate. They are also responsible for communicating and enforcing policies for MTV Networks.

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## Human Resources

**Preferred number of days needed:** minimum of 3 per week / 20 hours per week

**Preferred major(s):** Human Resource Management, I/O Psychology, Human & Organizational Development, or related (Juniors and Seniors only)

**Special Skills:** Strong communication, organizational and interpersonal skills. Proficiency with Microsoft Word, Excel, PowerPoint and Outlook. Prior office experience a plus. Intern will be exposed to confidential information that cannot be shared with anyone outside of the department.

**Job Description:** Intern will assist Director and Manager with recruitment tasks to include printing resumes from employment website, updating employment website, updating employment tracking spreadsheets, will assist with employment/education verification process, and will prepare letters for signature to all candidates. Intern will assist with the internship program, responding to requests for internship applications, alerting candidates of receipt of materials, and helping with other objectives of the program as needed. Will maintain and create orientation materials for interns, freelance employees and staff employees. Will create flyers for Food For Thought series and other programs, and will be the point-of-contact for ongoing work/life initiatives including registration for various programs throughout the year. Intern will assist department assistant with updating bulletin boards, as needed. Intern will assist with various administrative tasks and projects as assigned.

**Department Profile:** The Human Resources team at CMT / MTV Networks Nashville is committed to ensuring the organization is (and remains to be) an employer of choice for the cable industry. From staffing, compensation and benefits to compliance issues, department structure and employee development, the HR team works with each department to recruit, enhance, reward, protect and maintain the highest level team member needed to meet the goals of the organization; all while providing each team member the resources they need to do their job to the best of their ability today, the development to meet their career goals of tomorrow and an environment that allows them to be their best self everyday. In short, the Human Resources department's goal is to partner with each team member and department to help the organization meet its goals.

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## Integrated Marketing

**Preferred number of days needed:** minimum of three per week/16 hours per week,].

**Preferred major(s):** Marketing or related (Juniors or Seniors only)

**Special Skills:** MS Word, MS Excel, Outlook, Internet research experience a plus

**Job Description:** Interns will gain an understanding of CMT's Integrated Marketing Department and its critical role in the business. Interns will work with all members of the CMT Integrated Marketing team, observing and/or assisting with all steps involved in all initiatives. Interns will have the opportunity to attend department staff meetings as well as gain exposure to other CMT departments and personnel. Interns will also be presented with opportunities to assist with CMT programs that take place in the Nashville vicinity during the term of the internship. The goal of the internship will be to expose, educate and assist student interns toward understanding Integrated Marketing concepts and topics involved in a multimedia corporation such as MTV Networks.

Department Profile: CMT Integrated Marketing works closely with CMT National Ad Sales and the CMT Programming departments to support national sales efforts and to create and execute branded marketing extensions for CMT advertisers. Sales Support: CMT Integrated Marketing works with Production and Scheduling to keep the most updated programming information in the hands of our sales team. The team also acts strategically in developing trade advertising and support for high revenue categories. On-Air Promotions: CMT Integrated Marketing provides and concepts and executions of the sponsored sweepstakes associated with the quarterly tent-pole events. Product Integration: The Integrated Marketing team works with CMT Production to create organic opportunities for in-show product placement and brand integration.

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## **Music & Media Licensing**

**Preferred number of days needed:** minimum of three per week/16 hours per week,].

**Preferred major(s):** Music Business or Pre-Law (Juniors or Seniors only)

**Special Skills:** MS Word, MS Excel, Outlook, Internet research experience, Typing 45 WPM, previous customer service experience a plus.

**Job Description:** Interns will gain an understanding of CMT's Music & Media Licensing Department and its role within the Business & Legal Affairs division. Interns will work with all members of the CMT MML team, observing and/or assisting with all steps involved in clearing programming, promotions and related materials for CMT on-air and off-air initiatives. These steps include, but are not limited to, music publishing and record label research; reviewing and processing sync, master, footage and photo licenses; studying finished programming and related program deliverables (music cue sheets, show logs, premise permits and guest releases); and learning about various New Media platforms. Interns will have the opportunity to attend department staff meetings as well as gain exposure to other CMT departments and personnel. Interns will also be presented with opportunities to assist with CMT programs that tape in the Nashville vicinity during the term of the internship. The goal of the internship will be to expose, educate and assist student interns toward understanding rights issues facing a multimedia corporation such as MTV Networks.

**Department Profile:** To secure third party clearance for all copyrighted material used by the network.

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## **Music Strategy**

**Preferred number of days needed:** minimum of three per week (16 hours per week)

**Preferred major(s):** Music Business (Juniors or Seniors only)

**Special Skills:** MS Word, MS Excel, quick study on new software programs, good organizational and interpersonal skills.

**Job Description:** Interns will provide administrative support to the department. Assist in updating video software and help with ordering, tracking and delivering various video dubs as needed. Special Projects include assisting with artist media days. Summer interns may be involved in the preparation of annual awards shows. Interns will have occasional contact with artists, record label representatives and other industry-related companies for the purpose of obtaining materials for use on all CMT media platforms.

**Department Profile:** The Music Strategy department at CMT serves a dual function of industry relations and music video programming. Staff books artists for various CMT platforms and events, then follows through with the artist and their respective representatives during CMT interviews to ensure a smooth experience. The music responsibilities include obtaining, reviewing and scheduling music videos. Music Strategy staff meets regularly to review and discuss new video submissions from major and independent labels for possible inclusion on CMT, CMT Pure and CMT.com. This department schedules all video hours on CMT and CMT Pure.

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## **Music Strategy - Marketing**

**Preferred number of days needed:** minimum of 3 days per week/24 hours per week.

**Preferred major(s):** Digital Media, Marketing, Music Business, Communications.  
(Juniors and Seniors only)

**Special Skills:** Effective use of the internet for research, basic use of Microsoft Word and Excel, excellent communication skills, excellent writing skills, knowledge of marketing and promotion techniques, and attention to detail. Knowledge of CMT programming and CMT.com a plus, an understanding of social networks and web development are a plus.

**Job Description:** The Music Strategy - Marketing intern will assist with the execution of marketing and promotional campaigns across CMT's digital platforms focusing on CMT.com, social networks, artist sites, partner sites, and SEO

projects with Yahoo, Google, etc. This will include working with record labels, artist management, fan sites, and internal departments. Must keep up-to-date with both country music and pop-culture events. There may be occasional opportunities for a CMT.com Intern to act as a runner for music events such as awards shows and various show tapings. Intern will perform other duties as assigned.

**Department Profile:** The Marketing division of Music Strategy produces digital marketing and promotional campaigns and networking in support of all CMT platforms including its websites, mobile site, TV channels (CMT and CMT Pure), and others. The CMT.com marketing group works closely with the Music Strategy, Corporate Communications, Consumer Marketing and Programming departments to make sure all CMT messaging is consistent across the channel.

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## **Post Production**

**Preferred number of days needed:** minimum of three per week, 16 hours per week.

**Preferred major(s):** Television Broadcasting, Television/Radio Production (Juniors or Seniors only)

**Special Skills:** Some knowledge of television production and post-production equipment and use, understanding of popular graphics programs, strong computer skills, good organizational and interpersonal skills.

**Job Description:** Intern will divide their time evenly in observing and working in the various areas of post-production. About 25% of their time will be spent helping out with video editing needs and learning the video side of post-production. About 25 percent of their time will go to working with audio editing. 25% of their time will be in assisting in digitizing, learning the technical side of post-production, including dubbing. The final 25% of their time will be spent learning the administrative tasks that are necessary to run a Post house, including scheduling and client relations. Intern will be exposed to clients in the Programming, Creative Services, Engineering and Graphics departments of CMT, plus external clients from various production facilities.

**Department Profile:** The Post-Production department supports all of CMT's editing requirements. They are responsible for editing programs, promotional spots and company presentations as well as all encoding needs for web and mobile video. They have 12 video editing bays, 6 audio editing bays, three encoding stations and 3 Imaging workstations capable of both High Definition and Standard Definition projects.

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## **Production / Development**

**Preferred number of days needed:** minimum of four days per week and 20 hours per week.

**Preferred major(s):** Communications, Music Business, TV Broadcasting, Broadcast Journalism. (Juniors and Seniors only)

**Special Skills:** Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills. Must have excellent organizational skills, previous office experience, and have an interest in learning about the film and television industry.

**Job Description:** Student will have extensive exposure to the cable/entertainment industry. Intern will have the opportunity to learn from a diversified number of assignments with an emphasis on projects rather than clerical tasks. They will work in CMT's Original Programming Dept and learn the many aspects involved in the development of our original series and specials. They will gain access to some, if not all, of the department's show projects including pre-production and post-production of our upcoming series pilots. As an intern, you will read and evaluate our pilot and series scripts as well as attend departmental meetings. You'll assist in the organization of submitted materials, screen films, prepare evaluations to be presented at departmental meetings, and provide support to the Development department on upcoming projects such as testing and refining our network shared development/acquisitions system. We provide a productive, yet relaxed environment where you can hone your skills and develop lasting business relationships. You'll work closely with the staff of CMT's Planning & Scheduling dept. by tracking our schedules. You will have the opportunity to screen shows, movies, and write program evaluations.

This internship allows exposure to the corporate side of production, monitoring information uploads into our production data base and researching and developing a program. Exposure to the full spectrum of production with some on-set visits and post production observation will also be an objective for this intern. Organization, initiative, and attention to detail are key for this role.

**Department Profile:** The Program Development/Production group creates and produces original CMT programming and retools existing CMT programs. Shows that are produced internally at CMT have a small production team consisting of a Producer, Associate Producer and a Researcher. This team creates the entire show from pre-production and research through scripting, shooting and the post-production (editing) process. For shows not produced at CMT, Executive Producers and other Production staff members work closely with 3<sup>rd</sup> party production companies on the creative content of these shows. They also ensure that the programming conforms to the network's broadcast standards and that all CMT departments (i.e. Press, Dot Com, Promos) have the resources they need for each show.

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## **Production Management**

**Preferred number of days needed:** minimum of 3 per week and 16 hours per week.

**Preferred major(s):** Accounting, Finance, Business, Music Business, Television Production. (Juniors and Seniors only)

**Special Skills:** Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills.

**Job Description:** Intern will spend their time working on various aspects of budgeting and scheduling for CMT show projects. They will typically spend a portion of their week creating the production management calendars, creating production binders for managers, producers and directors. They will circulate contracts and budget information to all appropriate departments and personnel. May have some exposure to third party vendors. Will assist with scheduling meetings, and will have other duties as assigned. Intern may be exposed to various CMT projects, such as awards shows, live show tapings, and series programming. Interns will interact with internal clients from Programming, Music & Talent, Research, and Production Operations.

**Department Profile:** The Production Management team manages all of CMT's productions: it develops budgets for shoots and events; translate creative goals into workable production scenarios and shoot schedules; research, negotiate, and hire production companies, crew, locations, and equipment; and manage productions to the budget's bottom line. Production Management oversees all aspects of the business side of production. It works closely with the Programming and Creative departments to execute creative goals in the most creative, efficient, and sensible way. It also works closely with the Finance department to ensure that production paperwork is accurate, submitted in a timely manner, and actual expenses are tracked accurately. In addition, it works closely with the Legal department to ensure safety on set and compliance with the network's policies. This is a fun and smart team! Interns will gain versatile set experience and networking opportunities that will help them in any facet of film, video or event production that they may pursue upon graduation. Successful candidates are inquisitive, organized, resourceful, outgoing, and possess excellent communication skills.

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## **Program Development**

**Preferred number of days needed:** 2-3 days per week / at least 15 hours per week.

**Preferred major(s):** Communications, Music Business, TV Broadcasting, Broadcast Journalism. (Juniors and Seniors only)

**Special Skills:** Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills. Must have excellent organizational skills, previous office experience, and have an interest in learning about the film and television industry.

**Job Description:** Student will have extensive exposure to the cable/entertainment industry. Intern will have the opportunity to learn from a diversified number of assignments with an emphasis on projects rather than clerical tasks. They will work in CMT's Original Programming Dept and learn the many aspects involved in the development of our original series and specials. They will gain access to some, if not all, of the department's show projects including pre-production and post-production of our upcoming series pilots. As an intern, you will read and evaluate our pilot and series scripts as well as attend departmental meetings. You'll assist in the organization of submitted materials, screen films, prepare evaluations to be presented at departmental meetings, and provide support to the Development department on upcoming projects such as testing and refining our network shared development/acquisitions system. We provide a productive, yet relaxed environment where you can hone your skills and develop lasting business relationships. You'll work closely with the staff of CMT's Planning & Scheduling dept. by tracking our schedules. You will have the opportunity to screen shows, movies, and write programs evaluations.

This internship allows exposure to the corporate side of production, monitoring information uploads into our production data base and researching and developing a program. Exposure to the full spectrum of production with some on-set visits and post production observation will also be an objective for this intern. Organization, initiative, and attention to detail are key for this role.

**Department Profile:** The Program Development/Production group creates and produces original CMT programming and retools existing CMT programs. Shows that are produced internally at CMT have a small production team consisting of a Producer, Associate Producer and a Researcher. This team creates the entire show from pre-production and research through scripting, shooting and the post-production (editing) process. For shows not produced at CMT, Executive Producers and other Production staff members work closely with 3<sup>rd</sup> party production companies on the creative content of these shows. They also ensure that the programming conforms to the network's broadcast standards and that all CMT departments (i.e. Press, Dot Com, Promos) have the resources they need for each show.

## Program Development - Off Channel (Broadband)

**Preferred number of days needed:** minimum of 3 per week and at least 16 hours per week.

**Preferred major(s):** Television Production, Mass communications, Communications, Television Broadcasting, Electronic Media. (Juniors and Seniors only)

**Special Skills:** Video-graphy, video editing, tape duplication, Internet research, computer skills that include word processing and spreadsheet creation and manipulation.

**Job Description:** Position duties will include general office work for fifty percent of the time and various television-production needs fifty percent of the time. Interns will provide project assistance and research for various studio shows for *Loaded*, CMT's Broadband site. Interns will serve as Production Assistants for various shoots with duties including craft services, floor directing, gathering videos and tape stock. Interns will observe the process of how shows are edited and re-formatted to fit an internet platform. Interns will be exposed to the entire Program Development staff and Production, Music & Events staff, the Technical Operations and Production Management staff, and various outside production companies with whom CMT does business. To be considered, candidates should have a very good knowledge of country music and country music artists, have previous television production experience, and have a valid driver's license and dependable transportation, as interns may need to travel to various local off site shoots.

**Department Profile:** The Program Development & Production, Off-Air Initiative creates original programming for broadband channel, as well as creatively re-purposing existing programs and music events by using extended footage and content.

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## Program Development / Production, Music & Events

**Preferred number of days needed:** minimum of 3 per week and at least 16 hours per week.

**Preferred major(s):** Television Production, Television Broadcasting. (Juniors and Seniors only)

**Special Skills:** Videography, video editing, tape duplication, Internet research, computer skills that include word processing and spreadsheet creation and manipulation.

**Job Description:** Position duties will include general office work for fifty percent of the time and various television-production needs fifty percent of the time. Interns will provide project assistance and research for various pilots and clips shows for the network, as well as special programming, such as *CMT Crossroads*. Interns will serve as Production Assistants for various live events including awards shows and CMT special events. Interns will observe the process of how shows are written and produced for cable television. Interns will be exposed to the entire Program Development staff and Production, Music & Events staff, the Technical Operations and Production Management staff, and various outside production companies with whom CMT does business. To be considered, candidates should have a very good knowledge of country music and country music artists, have previous television production experience, and have a valid driver's license and dependable transportation, as interns may need to travel to various local off site shoots.

**Department Profile:** The Program Development & Production, Music & Events department creates and produces original programming and live events and concerts for air on MTV Networks' cable channel CMT.

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## Program Development / Production, Show Specific

**Preferred number of days needed:** minimum of 3 per week and at least 24 hours per week.

**Preferred major(s):** Television Production, Television Broadcasting, Film Studies, Media Studis. (Juniors and Seniors only)

**Special Skills:** Research, writing, videography, video editing, tape duplication, computer skills that include word processing and spreadsheet creation and manipulation.

**Job Description:** Position duties will include show specific research and office work for fifty percent of the time and various production needs fifty percent of the time. Interns will provide project assistance and research for their specific show assignment including watching music videos or movies, researching music related to the featured movie or show, and assisting in outlining scripts for shows. In addition, you will be required to be on set on shoot dates to assist producers and talent in the taping of the show as well as getting materials ready for edit. Interns will actively be involved in the process of how shows are written and produced for cable television. Interns will be exposed to the entire Program Development staff and Production, Music & Events staff, the Technical Operations, Production Management and Post staff. To be considered, candidates should have a very good knowledge of all genres of music, artists, actors, movies, and have previous television production experience. Also to be considered you must have a valid driver's license and dependable transportation, as interns may need to travel to various locations.

**Department Profile:** The Program Development & Production department creates and produces original programming and live events and concerts for air on MTV Networks' cable channel CMT.

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## **Program Planning & Scheduling**

**Preferred number of days needed:** minimum of 3 per week and at least 16 hours per week.

**Preferred major(s):** Communications with a broadcast/electronic media emphasis. (Juniors and Seniors only)

**Special Skills:** Effective Internet research, competent use of MS Office Suite including Word and Excel, passion for television and film, detail-oriented. Must have the ability to sit at computer for long periods of time while doing research or entering data.

**Job Description:** Will assist in every aspect of the work that is performed in this department, including researching scheduled programming on other channels and reporting this information back for competitive placement purposes; learning the mechanics and philosophy behind effective promotional announcement scheduling; creating and updating reports used for tracking the Video On Demand (VOD) content; will learn how to use the OASIS screening system to view content for timing as well as various other elements that need to be identified before a show goes to air. Intern will assist with various administrative tasks such as filing, answering phones, responding to internal and external client questions as appropriate, and will back-up the department administrative assistant as needed. Additional projects will include organizing and maintaining a competitive notebook, preparing reports on VOD expiration dates, organizing and maintaining VOD notebook for department, entering promo information using a customized program for MTV Networks, preparing weekly credit "squeeze" schedules, preparing monthly preliminary promo delete list for use by the Network Operations Center. Intern will be exposed to internal clients including employees from the programming department, Marketing department, Creative/Promotions department and Research.

**Department Profile:** The Program Planning and Scheduling department oversees the long term programming strategy for the network as well as the daily (short term) detailed television schedule. They manage the distribution of the schedule as well, ensuring that every element of the program log (programs, promos, commercials and specialized content) airs as planned. They strategize the roll out of content across all platforms, including VOD, online, download-to-own and wireless. They plan and negotiate all CMT acquisitions, including series, movies and specials. This department works closely with all of the other departments within CMT, making sure that the program strategy is properly communicated, and that its execution is marketed and sold effectively to maximize rating, brand and revenue.

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## **Public Affairs / CMT One Country**

**Preferred number of days needed:** minimum of three per week/16 hours per week.

**Preferred major(s):** Business, Communications, Human and Organizational Development, Human Services (Juniors or Seniors preferred).

**Special Skills:** Must be comfortable with use of Microsoft Word and Excel; must be able to use internet effectively; Good understanding of database management preferred; must be detail oriented; must be able to enter data accurately. Must have excellent phone skills, interpersonal skills and a willingness to learn.

**Job Description:** CMT Public Affairs is looking for a dedicated individual who is interested in learning about and working on the company's pro-social efforts. Approximately 30% of their time will be dedicated to maintaining the CMT *One Country* website. Will be responsible for writing stories, gathering photos and updating website on a regular basis by working closely with the CMT.com team. Will assist with the fulfillment of rewards earned by consumers who sign up to volunteer on the CMT One Country website. The intern will work as needed to assist on all aspects of the CMT One Country campaign, including providing input on public service announcements and the marketing efforts for the campaign; working with programming teams for integration where appropriate; etc. Intern will help gather information and put together project recaps for distribution to CMT Executive Team as well as *CMT One Country* partners. Intern will Assist in processing sponsorship requests, tracking department budget, and with various administrative tasks as necessary.

**Department Profile:** The CMT Public Affairs department brings CMT closer to the communities it serves by promoting volunteerism and supporting non-profit charitable organizations. Public Affairs is home to the *CMT One Country* pro-social campaign, which was created to inspire our viewers to take action in their own communities by demonstrating great acts of kindness, civic participation and volunteerism through on-air, on-line and grass roots efforts. *CMT One Country* gives our viewers an opportunity to have a voice about what's going on in their lives and those in their community. *CMT One Country's* main objective is to increase the number of volunteers by one million by targeting specific issues with our charity partners: America's Second Harvest, Boys & Girls Clubs of America, Habitat for Humanity, Hands On Network and the USO.

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## Social Media Marketing

**Preferred number of days needed:** Fall/Spring: 2-3 days per week; Summer: 5 days per week (full time)

**Preferred major(s):** Marketing, Communications or other relevant major

**Grade Level Preferred:** Junior, Senior or Post Graduate

**Special Skills:** Good working knowledge of Microsoft Office, including Excel, Word, PowerPoint and Outlook. Familiarity with leveraging social media (Facebook, Twitter, etc.) as an effective marketing tool. Must be able to conduct productive research. Good organizational, interpersonal and leadership skills. Strong writing skills. Problem solving and flexibility. Ability to work in a fast-paced environment.

**Job Description:** Intern will support CMT social media strategies and be responsible for CMT social media research and brainstorming. The intern will assist with the management and proliferation of the CMT brand across all social media and with planning and executing social media marketing initiatives. The intern will write creative job starts, complete recap reports and maintain budgets. In this position, the intern will interact with several channel departments, including Creative, CMT.com, CMT Radio, Music Strategy, Corporate Communications, Production and Programming. The intern will also provide administrative support, suggest ideas and opportunities to support CMT programming and work on other projects as needed.

**Department Profile:** The CMT Social Media department is part of the overall Consumer Marketing function. This team is responsible for developing, managing and executing innovative social media and experiential marketing campaigns and programs that deliver on business and brand goals.

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## Special Events

**Preferred number of days needed:** minimum of three per week/16 hours per week.

**Preferred major(s):** Business, Hospitality or similar major (Juniors or Seniors only)

**Special Skills:** Must be comfortable with use of Microsoft Word and Excel; basic understanding of MS PowerPoint; basic understanding of accounting to help reconcile invoicing and management of budget; must be detail oriented and able to multi-task, take direction and prioritize projects.

**Job Description:** Intern will assist very busy events department administratively as well as on-site during events. Will help organize vendor files. Will assist with various vendor arrangements, will interface with venues and hotels with whom we do business. Will assist with research on vendors to use for events and will help with site-surveys for potential events. Intern will be exposed to various large events that happen in conjunction with CMT shows such as the CMT Music Awards, CMA, Crossroads tapings, and internal meeting needs. Intern will interact with various internal departments of CMT, including press, programming, production and creative services. Additionally, intern will interact regularly with various vendors and venue operators.

**Department Profile:** The Special Events department creates, designs and executes events for various internal clients and all CMT channel needs. Once an event is identified, Special Events will find a location, implement a design and organize all elements from catering and security to credentials and VIP hospitality. In addition to producing events, Special Events handles charitable requests including auction items and donations.

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## Talent Relations

**Preferred number of days needed:** 4-5 days preferred / 20 hours per week.

**Preferred major(s):** Music Business (Juniors or Seniors only)

**Special Skills:** MS Word, MS Excel, quick study on new software programs, good organizational and interpersonal skills.

**Job Description:** Interns will provide administrative support to the department. Obtaining and maintaining several data bases with artist information. Special Projects include: Assisting with various live performance shows and show tapings. Spring and summer interns will be involved in the preparation of annual awards shows. Interns will have occasional contact with record label representatives and other industry-related companies for the purpose of obtaining materials for use at CMT.

**Department Profile:** The Talent Relations department at CMT serves the function of industry/talent relations as well production tasks. Staff books artists for various CMT shows and events, then follows through with the artist and their respective representatives during CMT shoots to ensure a smooth experience. Talent relations staff reviews and meets regularly to discuss new video submissions from major and independent labels for possible inclusion on CMT.

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## Tape Library

**Preferred number of days needed:** minimum of two days / 16 hours per week.

**Preferred major(s):** Library Science, Research, Communications, Music Business, TV Broadcasting, Electronic Media

**Special Skills:** Must be comfortable with use of Microsoft Word and Excel; must be able to use internet effectively; Good understanding of database management preferred; must be detail oriented; must be able to enter data accurately.

**Job Description:** The majority of intern's time will be spent working on the computer, entering data, retrieving requests, and assisting staff and freelance employees with finding footage that is cataloged in a customized database. Intern will learn how to work in concert with all library coordinators. Intern may be asked to assist in off site tape library with filing and pulling dubs and masters from warehouse shelves. This will require intern to climb a ladder. Intern will learn how to ship packages using internal couriers. Intern will be exposed to producers of CMT show product and promotions, Post Production staff, CMT news staff. Intern will gain valuable experience in a corporate environment, learning how to research and locate footage, shows and videos and will learn the process of working in a media library.

**Department Profile:** The tape library manages the Company's physical assets and provides services to production and other groups who need access to library archives. Daily workflow includes tape circulation, cataloging, research projects, answering phones, record organization and management, tracking and receiving shipments for various departments of the Company.

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## Technical Operations

**Preferred number of days needed:** minimum of 3 per week / 16 hours per week

**Preferred major(s):** Broadcast Productions (Juniors and Seniors only)

**Special Skills:** Strong communication, organizational and interpersonal skills. Having some previous television production experience is recommended. Excellent internet research and professional phone skills are a must. A general knowledge of country music is helpful. Essential that intern has an interest in working in production from a technical standpoint

**Job Description:** Intern will be assisting the technical operations (tech ops) group with production needs for CMT and MTV Networks. They will help with data entry into ScheduAll and assist with timesheets on a weekly basis. The intern will also assist in booking crews, making crew calls and tracking equipment in Nashville and other cities. They will gain production skills by assisting crews on ENG shoots as well as spending time on studio productions. When possible, interns will have opportunities to work with cameras and audio equipment based on previous experience under staff supervisor. They will work with CMT Production Management and producers daily. Interns will have exposure to various events and opportunities. It can be a fun and relaxed environment.

**Department Profile:** The Technical Operations department provides operations crew, equipment and services for various CMT programming, including CMT Insider, CMT Top 20 Countdown, Studio 330 Sessions, Media Days , Promos, CMT Cribs, MTV Teen Cribs and Cribs.

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