** 2021 Internship Opportunities**

***Requirements:***

In order to qualify for a VAB internship, students must:

* Be entering their Junior or Senior year at an accredited college, university or trade school, whose intentions are to return to or stay in Vermont after graduation.
* Be majoring in communications, broadcast media, digital media, marketing, event management, film studies or other related fields.
* Working knowledge of Google Apps and the WordPress admin dashboard is required for Opportunity #1. Digital graphic design/layout software is also required for Opportunity #2. Working Knowledge of video production software is required for Opportunity #3.
* Participate in an interview via ZOOM

***Opportunity #1 - Association Management Overview:***

Activities in which the student can expect to gain experience include Membership Engagement, Government Relations, Development and Administration:

**Membership Engagement:**

* Communicate with station liaisons and review industry publications to seek out article topics that celebrate, unite and promote the broadcast industry.
* Write articles for and find or create supporting graphics and publish in the VAB Voice e-newsletter, on VAB.org and on social media pages.
* Publicize job opportunities provided by members and assist with the creation of a Virtual Job Fair.
* Prepare agendas for and participate in Board and Committee meetings and organize and distribute meeting minutes to committee members afterwards.
* Research professional growth opportunities including in-person and online training and certifications.
* Participate in an Alternative Broadcast Inspection and assist with FCC license renewals for radio.
* Brainstorm new ways to engage with members and keep the VAB top of mind as a valuable asset.
* Work with VT Dept. of Emergency Management for stations to submit EAS monthly test results.
* Set up a submission portal for, promote and manage entries in either the Production of the Year Competition (Summer Internship) or Hall of Fame & Awards Banquet (Fall Internship).

**Government Relations:**

* Monitor VT House and Senate bills on the VAB’s “watch” list for activity.
* Assist in the writing of testimony if/when the VAB is asked to testify in a policy committee.
* Review Federal Legislation with possible stakes for broadcasters.

**Development:**

* Research non-profit and government agency outreach or communications directors contact information.
* Assist in the preparation of proposals for potential Public Education Partnership (PEP) Program sponsors.
* Process outgoing membership dues invoices and incoming checks and online payments.
* Brainstorm new member benefits and/or ways to increase the value proposition so members will renew.

***Opportunity #2 - Event Management Project:***

Overview: Summer Intern will assist with all aspects of producing the VAB’s Annual Convention in July. Fall Intern will assist with all aspects of producing the VAB’s Hall of Fame & Awards Banquet in December.

Activities in which the student can expect to gain experience:

* Work with VAB Membership Committee to obtain event guidance and goals.
* Researching venue space, availability and costs.
* Work with Venue Event Coordinator on the contract & BEO including room reservations, menu, A/V needs, floor diagrams, etc.
* Assist with the hiring of vendors to provide A/V rentals, centerpieces, promotional items, awards, etc.
* Work with Graphic Designer/Printer to create promotional assets (web banners, posters, event program)
* Manage event registration portal, payments and master list of participants to produce nametags.
* Work with Emcee to coordinate timing of all event elements to create an efficient and functional itinerary.

***Opportunity #3 -Video Production Project:***

Overview: Student will be responsible for all aspects of producing a series of short videos promoting career opportunities in TV and Radio targeted to students ages 16-24. Activities in which the student can expect to gain experience include:

* Consultation to focus goals, concept, consistent vision, timeline, number of videos, length of each, etc.
* Writing and editing of scripts and creating storyboards.
* Working with the Creative Services Directors of the 4 TV stations to collect already existing interviews, footage, etc.
* Working with the Promotions Directors of select radio stations to find staff that Gen Z would identify with, get them to participate, decide on dates/times/filming locations, etc.
* Edit raw footage and add voice overs, transitions, etc.
* Deliver the finished product for use by the VAB and have something to add to your own portfolio!

***Internship Supervisor and Contact:***

Wendy Mays, VAB Executive Director, (802) 233-0296, [vab@vab.org](mailto:vab@vab.org)

***UVM Internship Scholarship Coordinator:***

For information about and guidance with the UVM Summer Internship Scholarship, please visit [this website](https://www.uvm.edu/career/internship-scholarships) and contact Jenny Grosvenor, Student Media Advisor, (802) 760-7911, [jenny.grosvnor@uvm.edu](mailto:jenny.grosvnor@uvm.edu)