

2018 *Telecommunications Fellowship Program*

PAID, full-time, professional, 13-month experience for college graduates



The Ohio Legislative Service Commission
www.lsc.ohio.gov

The Ohio Legislative Service Commission

2018 Telecommunications Fellowship Program

2017-2018

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Program introduction

The Ohio General Assembly, through the Ohio Legislative Service Commission (LSC), has sponsored a legislative fellowship program for over 50 years, now with over 900 alumni. This unique program provides participants of all ages, backgrounds, and experiences with an introduction to state government and promotes careers in public service.

Traditionally, 20 fellows are assigned to work with members of the Ohio General Assembly, two with Ohio Government Telecommunications (OGT)/The Ohio Channel, and one or two with the LSC research or fiscal staff. The two fellows assigned to OGT work in the Statehouse as production assistants to the production manager.

The objectives of the telecommunications fellowship program are to provide a professional environment in which fellows can enhance existing and learn new video production skills, promote knowledge of the state legislative process, and provide assistance to Ohio's elected officials.

Fellow duties and equipment

Telecommunications fellows work as production assistants supervised by the production coordinator of OGT. Their duties include studio and field production assignments such as camera operation, floor directing, control room directing, research, script writing, editing, lighting, videography, and audio and graphics production.

Fellows have the opportunity to work with state-of-the-art equipment, including DSLR and HD cameras, cranes, sliders, a green screen, and non-linear editing programs. They are able to observe the legislative process as they remotely operate multiple cameras for legislative sessions and committee hearings. They also are actively involved in producing broadcast and web-hosted governmental, contract, educational, historical, and art programming. Additionally, the telecommunications fellows participate with the legislative fellows in program activities such as the orientation program and monthly seminars.

OGT facility

OGT is the state's television production facility. In addition, OGT produces and manages The Ohio Channel, a statewide PBS public affairs broadcast channel.



"The Fellowship provided an amazing stepping stone in my life. Not only did it propel me into the professional world, but it created an environment for me to explore many different career opportunities and ultimately helped me decide what I wanted to pursue."

Andy Chow, 2010 LSC Fellow

**B.A. Broadcasting
Otterbein University**

OGT is a full service digital broadcast production facility that produces gavel-to-gavel coverage of official state events, documentaries, interactive media and DVDs, as well as website videos, content for multimedia kiosks and other educational productions. In addition, OGT works with other state agencies to live stream and archive video on the web.



OGT has won numerous awards including an Emmy and several Tellys for their production work. Post-production facilities use non-linear systems, including Final Cut Pro, Motion, and Adobe Premiere Pro.

With strong demands for high quality productions, OGT works to foster a creative environment that encourages professional and skill development. OGT helps to train the fellows in the various demands of digital production in an energetic arena.

Qualifications

Persons who wish to apply for the telecommunications fellow positions must:

1. Complete at least a bachelor's degree program by December 2017, with a major or minor in at least one of the following areas*:

- Mass Media Communications

- Journalism (Broadcast or Video & Film)
- Communications/Communication Arts (Electronic Media, Broadcasting)
- Telecommunications
- Radio/Television

2. Have production experience in one or more of the following areas: videography, editing, directing, lighting, and/or audio production;

3. Have excellent written and oral communications skills; and

4. Submit a packet of all application materials postmarked on or before April 30, 2017.

In addition, applicants are expected to have a strong overall academic record. Residents and nonresidents of the state of Ohio may apply. Prior political involvement or participation in a political party is not required.

**A bachelor's degree in another area of study may be acceptable if the applicant has acquired the requisite video production skills as evidenced by the resumé and demo reel.*

Benefits

Fellows are paid \$31,200 annually with an opportunity to earn an additional bonus of up to \$2,000 for length of service in the program. Fellows receive sick leave, personal leave, vacation leave, paid holidays and, at the discretion of



"The Fellowship is a great opportunity to get an inside understanding of the legislative process. The program also opens the door to countless opportunities and an expedited learning experience. Furthermore, you create amazing bonds and friendships along the way."

Charles Hairston, 2014 LSC Fellow

**B.F.A. Art and Technology
The Ohio State University**

LSC, may receive compensatory time off for overtime worked.

Fellows are immediately eligible to participate in the health plan offered by the state and, after one year of continuous service, are eligible for dental and vision coverage.

All fellows must participate in the Ohio Public Employees Retirement System. Deductions made on behalf of the retirement system are refundable, according to current federal law and state regulations, upon termination of state employment.

Application procedures

To be considered for the 2018 program, one complete application packet must be postmarked on or before April 30, 2017, and must include one original of each of the following items:

- a 2018 Telecommunications Application form;
- a resumé;
- official, sealed transcript(s) from each college or university attended (for more than one quarter or semester);
- two sealed letters of recommendation;
- a carefully edited two- to four-page typewritten personal statement; and
- a five-minute (max) demo reel publicly accessible via web link with your name and duties related to the project(s) clearly indicated.



"This program has broadened my knowledge of electronic media, technology, and professionalism. With hands-on experience and daily critical thinking, I have developed the skills and confidence to continue my career in the communications field."

Eric Porter, 2010 LSC Fellow
B.A. Communication Art
Ohio Northern University

The five-minute demo reel is the most important component of the application materials. Attention to technical broadcast standards, as well as content, will be taken into consideration when evaluating the overall quality of your work. The submissions given the most credit are those that clearly indicate the applicant's work on each segment (videography, editing, etc.).

Letters of recommendation typically are written by persons familiar with your academic work, employment experience, and extracurricular activities.



Applicants are requested not to submit letters of recommendation from elected public officials unless they were employed by those officials and the recommendation relates directly to work performance.

All items must be collected by the applicant and sent to the Ohio Legislative Service Commission as one complete application packet. The Commission will not accept application forms, resumé, personal statements, transcripts, or letters of recommendation that are sent via fax machine or email.

All complete application packets postmarked by the deadline are reviewed and a select number of applicants will be chosen to participate in the interview process. The interview process will be held in June.

Final selections will be made from the applicants chosen to participate in the interview process. Those initially selected as fellows will be offered positions contingent upon the satisfactory completion of a background check conducted with the applicant's prior written approval.

Orientation program

The successful applicants will start their fellowship the first week of December 2017. A seven-day orientation program may include discussions of the legislative process; meetings with legislators, other elected officials, and staff; exercises in legislative research; workshops on useful skills and resources; and tours of state government offices and facilities. This will prepare the fellows for their roles operating cameras for legislative sessions.

Assignments

The telecommunications fellows work with the production manager of OGT and one or two fellows provide staff assistance to LSC directly. The remaining fellows will provide staff assistance to members of the General Assembly and are divided among the four

political caucuses: Senate Republicans, Senate Democrats, House Republicans, and House Democrats.

Seminars

In addition to their telecommunications-related responsibilities, the fellows participate with the legislative fellows in monthly seminars for the purpose of learning about government-related issues or agencies. Seminars may have various formats depending on the interests of the fellows and have included visits to state facilities, meetings with state officials, and exploration of various state industries and issues.

Informational tours

Interested persons are encouraged to arrange a visit to OGT if their schedule permits. A visit enables prospective applicants to acquire more detailed information about the program, which will assist them in deciding whether or not to apply to the program. The visit also allows applicants the opportunity to meet the program administrators, current fellows, and OGT staff. Tours may be scheduled beginning in February and continuing through April. To schedule a tour, please contact the fellowship coordinator.



"The Fellowship has been the greatest learning experience of my life. I can honestly say that I can now work in a production environment with confidence. This Fellowship has made me a better videographer and editor than I ever imagined myself to be. The things I learned here are invaluable."

**Dezra Robitson, 2015 LSC Fellow
B.S. Mass Media Communications
University of Akron**

Frequently Asked Questions

What if I am scheduled to graduate in December?

Applicants graduating in December are eligible to apply for the program; the only requirement is that you must be able to attend the majority of the orientation program during the first ten days of December.

Do I have to be a recent college graduate to apply?

It does not matter when you received your undergraduate degree; we just require that you have one to be eligible for the program.

Will it hurt my chances of becoming a fellow if I do not attend an informational tour?

Not at all. The visits are meant to be informal and helpful in gaining more information about the program. They give you an opportunity to meet with current fellows and administrators and ask them questions, but we do not want anyone to unnecessarily miss work or class to come for a visit. If it is convenient for you, please schedule a visit.

Will you accept more than the required two letters of recommendation?

We will not accept more than the two letters of recommendation that we ask for, so please only submit two.



“Every day, you’re shooting, running audio, lighting, and editing on a variety of projects. You get to use state-of-the-art equipment and learn from a team of very talented producers. Plus, a year of experience at a statewide PBS station is a great addition to any resumé.”

**Leah Jubara, 2011 LSC Fellow
B.S. Television, Radio, & Film
Syracuse University**

Is there a particular way the letters should be written and/or addressed? Can they be emailed and/or faxed to your office?

There is no particular way we would like the letters to be written; however, we do require that the letters be sealed and submitted with your application packet. No faxed, emailed, or late submission of letters will be accepted or considered.

Is there a particular way the personal statement should be written?

You have free rein to write on whatever you would like; we just require that the personal statement be at least two pages but no more than four pages long. It can be single or double spaced. We will use it to evaluate your writing skills.

Do I need to fill out an Ohio civil service application?

No, the Legislative Service Commission does not accept civil service applications.

Can application materials be sent in separately, or do they need to be sent in all together?

Materials must be sent together as one application packet. Request that all transcripts and letters of recommendation be sent to you first and then submit them unopened (sealed) with the other required materials.

Do my college transcripts need to be official, or can I send a copy? Do I need to send transcripts from all of the higher education institutions I have attended?

Transcripts must be official and sealed from your college registrar's office and must come from each college and university you have attended (for more than one quarter or semester), including community college and postgraduate work.

Does the packet of application materials need to arrive by April 30, or can it be postmarked by April 30?

All packets of application materials postmarked on or before April 30 will be considered on time.



What are the required work hours? Will I have to work overtime? Will I have time to have a second job or attend classes after work?

The regular required work hours are 8:30 to 5:00, Monday through Friday (hours during the orientation program and for seminars may vary). Depending on the activity of the General Assembly, you may be asked to work late hours or to come in early. Fellows may receive some compensatory time for additional time worked beyond the 40 hours in a week. In the past, some fellows have secured part-time jobs or attended evening classes, with the understanding that their first priority is their commitment to the Fellowship program, requiring them to keep their evenings flexible.

What is the application process for the legislative fellowship?

Legislative fellows are assigned to work in the Ohio House of Representatives, the Ohio Senate, and the Legislative Service

Commission. Since their duties and application requirements are slightly different than those for the telecommunications fellows, a separate application is required. Legislative fellowship applications are available on the LSC website or by contacting the fellowship coordinator. The legislative program deadline is April 1, 2017. Applicants may apply to both programs.

Applicants needing an accommodation to participate in the application process, Statehouse tour, or interviews should contact the office listed below. Application materials may be obtained from the LSC website or by writing or calling:

**Ohio Legislative Service Commission
Fellowship Program
Vern Riffe Center
77 S. High Street, Ninth Floor
Columbus, OH 43215-6136
www.lsc.ohio.gov
(614) 466-3615**

Fellowship Coordinator:
Tynita M. White
tynita.white@lsc.ohio.gov

The Ohio Legislative Service Commission is an equal opportunity employer.

If you would like to learn more about Ohio Government Telecommunications (OGT)/The Ohio Channel, please visit their website at www.ohiochannel.org or contact OGT Production Coordinator Megan Wycuff at (614) 728-6892 or mwycuff@ogtv.org.



*The Legislative Service Commission Legislative Fellowship Program
...launching careers in public service since 1963*



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