

2011 Telecommunications Internship Program

A professional, paid, full-time, 13-month experience for college graduates



The Ohio Legislative Service Commission

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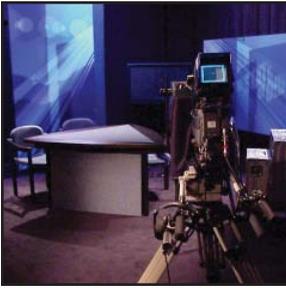
2011 Telecommunications Internship Program

2010-2011



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Program Introduction

The Ohio General Assembly, through the Ohio Legislative Service Commission (LSC), has sponsored a legislative internship program for over 40 years.

Two of those interns will be assigned to the Ohio Government Telecommunications (OGT) media center and will work in the Statehouse as production assistants to the general manager. Telecommunications interns will be full-time employees of the legislative branch of state government during the 13-month internship.

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

Intern Duties

Telecommunications interns will work as production assistants, supervised by the manager of OGT. Their duties will include studio and field production



"Working for OGT was a great opportunity to learn about how the state runs from the inside while gaining a variety of practical production experiences."

Jon Falk, 2007 LSC Intern
B.A. Video Production
Ohio University

assignments such as camera operation, floor directing, control room directing, research, script writing, editing, lighting, videography, audio, and graphics production.

Interns will have the opportunity to work with state-of-the-art digital equipment, including digital decks, cameras, and linear and non-linear editing equipment. They will have the opportunity to observe the legislative process as they participate in broadcasting legislative sessions and committee hearings. They also will be actively involved in producing broadcast and non-broadcast governmental, contract, educational, and historical programming. Additionally, the telecommunications interns will participate with the legislative interns in internship program activities such as the orientation program and monthly seminars.

OGT Facility and Equipment

Ohio Government Telecommunications (OGT) is the state's teleproduction facility. In addition, OGT also produces and manages The Ohio Channel, a statewide PBS public affairs channel broadcast through the new digital broadcast spectrum.

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 web sites, multimedia kiosks and other educational productions. In addition, OGT works with other state agencies to 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 include several non-linear suites, including a number of Final Cut Pro cutting stations.



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

Qualifications

Persons who wish to apply for the telecommunications internships must:

(1) complete at least a bachelor's degree program by December 2010, with a major or minor in at least one of the following areas*:

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

(2) have production experience in one or more of the following: videography, editing, directing, lighting, and/or audio;

(3) have excellent written and oral communications skills; and

(4) submit all application materials postmarked on or before May 31, 2010.

In addition, applicants are expected to have had strong overall academic success. 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 resume and sample DVD.*

Benefits

Interns will be paid \$25,400 annually with an opportunity to earn an additional bonus of up to \$2,000 upon completion of the program. Interns receive sick leave, personal leave, paid holidays, and, at the discretion of LSC, may receive compensatory time off for overtime worked. After a year of state service, interns are eligible for vacation leave.

Interns are immediately eligible to participate in one of the several health plans offered by the state and, after one year of



"The LSC Program is an invaluable experience that introduces graduates to the professional world. Not only does the program benefit the participant, but each individual has the chance to impact the community and give back in public service."

**Rachel Sachs, 2007 LSC Intern
B.A. Communication & Video Production
The Ohio State University**

continuous service, are eligible for dental and vision coverage.

All interns must participate in the State of 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 2011 program, one complete application package must be postmarked on or before May 31, 2010, and must include one original of each of the following items:

- a 2011 Telecommunications Application;
- a resume;
- official, sealed transcript(s) from each college and university attended
- three sealed letters of recommendation;
- a carefully edited two- to four-page typewritten personal statement; and
- a 10 minute (maximum) demo DVD, with your duties related to the project(s) clearly indicated.

The 10 minute demo DVD 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



"At OGT, the internship really is what you make it. I wanted to improve my editing and writing skills and that's what I've spent a lot of my time doing. It's been an invaluable educational experience."

Arlene Brokaw, 2006 LSC Intern
B.S. Broadcast Journalism
Kent State University

of the DVD. The submissions given the most credit are those that clearly indicate the applicant's work on each segment (videography, editing, etc.). **VHS tape submissions will not be accepted and demo DVDs may not be returned to you.**

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



not to submit letters of recommendation from elected public officials unless they were employed by such 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 package. The Commission will not accept applications, autobiographies, resumes, transcripts, or letters of recommendation that are sent via facsimile machine or e-mail.

All complete applications 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 late June or early July.

Final selections will be made from the applicants chosen to participate in the interview process. Those initially selected as interns 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 internship the first week of December 2010. The internship coordinators will conduct a ten day orientation program for all of the new interns. The orientation program includes discussions of the legislative process; meetings with legislative leadership, additional elected officials, and staff; exercises in legislative research; workshops on useful skills and resources; and tours of legislative and state government offices and facilities.

Assignments

The LSC telecommunications interns will work with the general manager of OGT. The remaining LSC legislative interns provide staff assistance to LSC and members of the General Assembly and are divided among the four political caucuses: Senate Republicans; Senate Democrats; House

Republicans; House Democrats.

Seminars

In addition to their telecommunications-related responsibilities, the interns will participate with the legislative interns 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 interns 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 internship program. The visit also allows applicants the opportunity to meet the program administrators, current interns, and OGT staff. Visits may be scheduled between February and May by contacting OGT Production Manager Jackie Shafer at (614) 728-4183/jshafer@ogtv.org or one of the internship coordinators.



"OGT is the perfect aggregation of politics and broadcasting. Anyone who is interested in either field should take full advantage of this unique opportunity to begin their professional career."

Stephanie Bergh, 2008 LSC Intern
B.A. Journalism
The Ohio State University

Frequently Asked Questions

What if I'm 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 two weeks of December.

Will it hurt my chances at becoming an intern if I do not arrange a visit to the Statehouse?

Not at all. Visits are meant to be informal and helpful in gaining more information about the program. They provide a brief opportunity to meet with current interns and administrators and ask questions, but you should not miss work or class unnecessarily to come for a visit. Please schedule a visit only if it is convenient for you.

Who should write letters of recommendation? How should they be written?

Letters of recommendation should be written by persons familiar with your academic work, employment experience, extracurricular activities, and/or community activities. There is no particular way we require the letters to be written, however,

we do ask that the letters be sealed and submitted with your application packet.



"The LSC internship allowed me to brush shoulders with people I never thought I'd meet. It was a great way to network."

**Andrew Powell, 2008 LSC Intern
B.A. Mass Communication
Miami University**

Is it okay to have an elected official write me a letter of recommendation?

An elected official should only write a letter of recommendation if you have worked directly for that official and he/she can attest to your work performance.

Do application materials need to arrive by May 31, or can they be postmarked by May 31?

All application materials postmarked on or before May 31 will be considered on time.

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 package. Request that all transcripts and letters of recommendation be sent to you first and then submitted 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, or just the one from which I have graduated/will graduate?

Transcripts must be official and sealed, issued by your college registrar's office. Transcripts should be sent for all institutions of higher education you have attended, including community college and postgraduate course work, not just the one from which you graduated/will graduate.

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 9:00 a.m. to 5:30 p.m., 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. Interns may receive some compensatory time for any additional time worked beyond 40 hours in a week. In the past, some interns have secured part-time jobs or attended evening classes, with the understanding that their first priority is their commitment to the internship program, requiring them to keep their evenings flexible.

What is the application process for the legislative internship?

Legislative interns are assigned to work directly for members of the Ohio House of Representatives, the Ohio Senate, or LSC. Since their internship duties and application

requirements are slightly different than those for the telecommunications interns, a separate application is required. Legislative internship applications are available on the LSC web site or by contacting an internship coordinator. The legislative program deadline is April 1, 2010. Applicants may apply to both programs.

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

**The Ohio Legislative Service
Commission
Internship Program
Vern Riffe Center
77 S. High Street, Ninth Floor
Columbus, OH 43215-6136
www.lsc.state.oh.us
(614) 466-3615
Internship Coordinators:
Kristin Rhee, krhee@lsc.state.oh.us
Stephanie Suer, ssuer@lsc.state.oh.us**

The Ohio Legislative Service Commission
is an equal opportunity employer.

If you would like to learn more about Ohio Government Telecommunications/The Ohio Channel, please visit their Web site at www.ohiochannel.org or contact OGT Production Manager Jackie Shafer at (614) 728-4183 or jshafer@ogtv.org.



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