

Job Posting

PBS Books Intern

Who We Are:

Detroit Public TV (DPTV) is the largest and most watched public television station serving Southeastern Michigan, the most diverse public television audience in the country. We're also the state's only community-licensed station, meaning we operate independent of any educational, government or other institution. Our funding comes from the community we serve.

Each week more than two million people watch our five broadcast channels, and nearly 200,000 people listen to our radio station, 90.9 WRCJ for classical days and jazzy nights. In addition, DPTV is building the next generation of public media with our rapidly growing digital presence that has grown to reach more than half a million unique visitors through our website, YouTube channels and social media platforms each month.

Our key values: diversity, engagement, trust, innovation, excellence, financial stability, and growth are evident in everything we do from the engaging content we provide, to the way we work with viewers, supporters, board members and employees to the local events we host connecting DPTV with thousands of our fellow community members each year.

Does the idea of building your career alongside a dedicated group of professionals with different backgrounds and experiences excite you? If so, we invite you to join us in our mission to provide public media that helps individuals discover new ideas, make informed decisions, and enjoy enriched lives.

We are actively pursuing dynamic and diverse team members to join us in the role of **PBS Books Intern** in Wixom, MI.

What You'll Do:

The PBS Books Intern reports to the Production Department, and is mentored by unit staff. The PBS Books intern role will involve monitoring PBS Books Facebook "Readers' Club", supporting social media initiatives, assisting the PBS Books Library Bureau Chief's role through administrative work, maintaining the database of PBS Books interviews, and more.

Essential Functions:

- Monitor the PBS Books "Readers' Club" daily on Facebook, approving or denying posts, adding new members, responding to member questions & concerns, keeping up-to-date with the demands of the page
- Support communications team during live PBS Books events
- Maintain the database of PBS Books interviews in an organized & categorized manner
- Support the PBS Books Library Bureau Chief with administrative tasks, research, and library outreach and communications.
- Attend weekly PBS Books meetings
- Act as an Assistant Producer as needed for any PBS Books content/productions
- Other duties as assigned

Skills:

- Excellent oral, written, and organizational skills.
- Familiarity with Microsoft Word, Excel, Outlook.
- Excellent online research skills.
- A general sense of administrative management.
- Familiarity with Facebook and other social media platforms preferred

Interns should also possess the ability to work independently, meet deadlines, take initiative, and must be able to function effectively with a team in a fast-paced environment.

Qualifications:

- Enrollment in a university or vocational tech training program.
- Pursuing a communications, library science, marketing, or related degree.
- Ability and willingness to work mandatory 20 hours per week, minimum 3 days, with a 16 week commitment.

What You'll Get:

- Opportunities to participate in personal and professional development programs.
- Amazing hands on experience working on a national multiplatform initiative
- Opportunities to serve our mission and community.
- Great work environment.

Intern applicants must be currently enrolled at a college or university, or have recently (within past 6 months) graduated with a relevant degree. The internship program is unpaid and focused on education and training.

How to Apply:

Send resume and cover letter to:

HumanResources@dptv.org

**Human Resources
WTVS Detroit Public Television
1 Clover Court
Wixom, MI 48393-2247**

*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 4/4/2023

Detroit Educational Television Foundation, d/b/a Detroit Public Television and 90.9 WRCJ, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive

consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities. The specific statements above are not intended to be all inclusive.