**WHYY / Public Media Commons – Media Instructional Assistant**

Media Instructional Assistant internship offers the opportunity to participate in the production of a multi-media learning experience for Philadelphia high school students. Support WHYY’s Dorrance H. Hamilton Public Media Commons staff with project coordination and instruction by serving as second instructor in a classroom of 10-15 high school students who are learning video production; keep records for all enrolled students, and assist in lesson planning and implementation. Preference is given to candidates that have completed coursework in journalism, education, social work, production, or related fields. Candidates must have experience working with video and/or with teens and have excellent organization and communication skills. Some local travel is required; afternoon and weekend availability requested. (CBC and CAC required upon acceptance).

**CONTACT**

Lisa Wilk (the instructor, but must apply with Betsy Feil, see requirements below)

**JOB CLASSIFICATION**

Part-Time

**APPLICATION REQUIREMENTS**

Below text taken from [http://www.whyy.org/about/internships.php](http://www.whyy.org/about/internships.php)

WHYY offers unpaid internships to junior- and senior-year undergraduates, graduate and postgraduate students throughout the year. The following materials must be completed and sent as attachments in one email to: Betsy Feil at bfeil@whyy.org

- Download & complete the internship application (PDF)
- Resume
- Cover letter discussing career goals, three internships in order of preference, computer and language skills and any specific, relevant broadcasting or media experience
- A two- or three-page writing sample
- A DVD-R sample, if appropriate, of any media or Web-based work
- A letter of recommendation from an individual who can speak to your relevant experience, background, skills and/or work ethic. If the individual writing your letter of recommendation would prefer to send it under separate email, please email Ms. Feil to inform her of this and include the name of the person writing your letter of recommendation and when it will be sent in that email. Your application packet will not be considered complete and will not be forwarded to the appropriate staff members until the letter is received.

Applicants from non-native English-speaking countries must provide proof of competence in speaking and writing in English through TOEFL minimum scores of 600 (PBT), 200 (CBT) or 100 (IBT). Note: International applicants must have a valid visa. WHYY does not assist with visa applications.

All qualified applicants will receive consideration for an internship without regard to race, color, age, sex, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship or
any other protected status. WHYY is committed to diversity in the workplace and offers equal opportunity and treatment to all who apply.

WHYY reserves the right to request a state Criminal Background Check (CBC) and a Child Abuse History Clearance (CAC) upon acceptance into WHYY’s internship program. Interns’ continuation in the position will be contingent on the results of the aforementioned clearances. If requested, WHYY will ask interns to complete the application forms for a CBC and CAC prior to their first day and cover the cost of each application form.

COMPENSATION DETAILS

Unpaid, but great experience for Secondary Education students or anyone looking to learn about Media Education. Please note this can also be a volunteer position.