



Internship Overview & Opportunities

Program Objective

Entercom Buffalo offers internships at the radio stations in various departments as an opportunity for students to apply classroom theory to practical work experience. Our internship program allows students to experience firsthand the reality of working in the radio broadcasting industry. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends.

Qualifications

All interns must be college students and receive college credits for the internships. Station department heads oversee the internships to evaluate the interns and ensure they are receiving the proper education/training. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. Entercom Buffalo will assist students with the completion of such forms and provide information concerning duties and responsibilities.

Opportunities

Internships are available year-round and are 12-15 hours per week. Specific days and times will be agreed upon in advance. Internship programs available include:

Sales: All Stations

The Sales Managers oversee the internships to evaluate the interns and ensure they are receiving proper sales education/training. Interns assist sales support staff, participate in sales training meetings, learn all steps of the sales process, and participate in external sales calls with AEs.

Promotion Department: All Stations

Assist with the planning, coordination and executing of major station events, in addition to station sponsored street stops, concerts, movie screenings, and live broadcast remotes. Assist with setting up station's area, hang banners, organize demo-sampling or giveaways, and interact with listeners. Learn the strategies of a major market radio station as well as various office duties.

Programming Department: All Stations

Programming Department internships offer the opportunity for students to apply classroom theory to practical experience. Our internships program allows students to experience first-hand the reality of working in the radio broadcasting industry. The skills and experience you will gain include, but are not limited to: Assisting on-air personalities during air-shifts, learning broadcasting console operation, helping to research and create on-air content, answering phone lines, recording commercial spots and program material, organizing broadcast elements, learning how to cut/edit/archive audio, learning how to update various Twitter, Facebook, other social media, and website pages, assisting with the collection of show preparation materials, and shadowing other departments (Promotions, Production, and Sales) as desired.

- **Newsroom: WBEN-AM Only**

This internship is for students interested in practical experience in broadcast journalism. Intern will write stories, rewrite wire copy, learn audio recording and editing, and research stories. Intern will work with editors, reporters and other newsroom employees and receive feedback on their efforts.

- **Sports: WGR-AM Only**

This internship is designed for students interested in sports broadcasting. Intern will work with sports reporters and anchors in writing, researching and collecting audio cuts for sportscasts. Knowledge of major sports is essential.

- **Sports Marketing: WGR-AM Only**

This internship is designed for students interested in combining their interest of sports with the sales and client services field. Intern will assist in various promotions and marketing tactics for Entercom.

- **News/Talk / Music Shows: WBEN-AM, WKSE-FM, WLKK-FM, WTSS-FM, WWKB-AM, and/or WWWS-AM**

This internship is designed for students interested in getting hands on experience in producing radio broadcasts. Intern will assist producer in generating topic ideas for the show, research topics, book guests, and answer listeners questions.

Engineering/IS: All Stations

This internship is designed for students interested in the fundamentals of radio and on-air. Intern will get hands on experience with the how and why of remotes. Intern will see why computers play a significant role in radio broadcasting.

Production Department: All Stations

Assist production department personnel in creating, casting, performing, producing, dubbing and archiving commercial and public service material. Learn usage of state-of-the-art digital audio workstations. Assist in music searches. Learn the multi-layered functions of production; interfacing with clients, account executives, programming and performers.

Business: All Stations

This internship is designed for students interested in business and accounting. Intern will work with business office personnel and receive feedback on their efforts. Knowledge of accounting is essential.

Applying for Internship Program

All potential interns must fill out an *Internship Application* and *Internship & Indemnification Agreement* (signed by intern and advisor) available in this document or on any of our station websites, as well as provide a letter of interest with resume, letter from your advisor or professor, and photocopy of valid photo identification.

Completed applications should be returned to:

ATTN: Human Resources – Internship Program
Entercom Buffalo LLC
500 Corporate Parkway, Suite 200
Buffalo, NY 14226

Finalists will be contacted for a personal interview. Out-of-state finalists may be interviewed by phone.

For more information, contact Lynn Hooper, Executive Assistant / EEO Administrative Coordinator, Entercom Buffalo, LLC, 500 Corporate Parkway., Suite 200, Buffalo, NY 14226 – email: lhooper@entercom.com.

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Internship Application

Contact Information

Today's Date: _____

Last Name: _____ First Name: _____
Social Security #: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Home Address

Street: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

School Address (if different)

Street: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

Where do you prefer to be contacted? [] Home Address [] School Address

Emergency Contact Information

Name: _____ Relationship: _____
Street: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

Academic Information

College Attending: _____
Street: _____
City, State, Zip: _____
Expected Date of Graduation: _____ GPA: _____ Major: _____
Faculty Advisor/Sponsoring Professor: _____ Phone: _____
How many credits will you be earning by doing this internship? _____
Number of hours required for this internship credit? _____

Internship Interest

Internships are available year-round and are 12-15 hours per week.

Semester Preference? [] Fall [] Winter [] Spring [] Summer

Dates/Times Available: _____

Rank your Station Preference (1 = 1st choice, 7 = Last choice):

WBEN _____ WGR _____ WKSE _____ WLKK _____ WTSS _____ WWKB _____ WWWS _____

Rank your areas of interest (1 = 1st choice, 10 = Last choice):

Sales _____ Promotions _____ Production _____ Newsroom _____ News/Talk & Music Shows _____
Sports _____ Sports Marketing _____ Programming _____ Business _____ Engineering/IT _____

References

Please include the names, titles and daytime phone numbers of three professional references (two may be professors or academic advisors):

- (1) Name: _____ Job Title: _____
Phone: _____
(2) Name: _____ Job Title: _____
Phone: _____
(3) Name: _____ Job Title: _____
Phone: _____

Internship Application Checklist

Please include the following material with this completed application:

- (1) Letter of interest and resume**
- (2) Letter from sponsoring Advisor or Professor**
- (3) Photocopy of Valid Driver's License or Other Photo Identification**
- (4) "Entercom Indemnification Agreement" signed by Advisor and Applicant**

Please return your completed application to:

Attn: Human Resources – Internship Program
Entercom Buffalo LLC
500 Corporate Parkway, Suite 200
Buffalo, NY 14226

I affirm that I am least 18 years of age and that all statements herein are true. I authorize Entercom to check my references and academic information as required for the application process. I certify that I am able to receive academic credit for this Entercom internship and understand that if placed in an internship, I must be receiving academic credit for the duration of the internship. I also understand that Entercom internships are unpaid and that Entercom makes no guarantee of future employment.

Signed _____ Date _____

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Internship Agreement

This Internship Agreement, dated as of _____, 20____, is entered into by and between Entercom Buffalo, LLC operator of radio station(s) _____ (collectively the “**Station**”), _____ (the “**Student**”) and _____ (the “**School**”).

WHEREAS, Station is willing as a community service to accept the placement of students as unpaid interns from various colleges and universities in order to assist them in obtaining practical experience in the broadcasting industry;

WHEREAS, the School desires to have its students receive practical training and experience with the Station(s) in the public broadcasting industry for which the School will give credit hours to the Student; and

WHEREAS, the Student desires to receive school credit and practical training and experience in the public broadcasting industry;

IT IS THEREFORE AGREED AS FOLLOWS:

- 1.) Under the terms of this Agreement, Station agrees to provide practical experience and training in the field of broadcasting for the Student as an unpaid intern for the term of _____ to _____. No representations or promises of employment are made in this Agreement. Furthermore, no representations or promises of further practical training beyond this express term have been made by Station to the Student.
- 2.) Student shall (a) abide by all safety rules and procedures of Station as explained and provided to Student; (b) comport all conduct to standards as required by Station; (c) exert best efforts in receiving training and cooperate with and follow the instructions of employees of Station; and (d) keep strictly confidential the confidences of Station, the customers of Station, all information or data received regarding Station, and any of its trade secrets or any other confidential business information received by the Student.
- 3.) Station agrees to provide to the Student practical training in the public broadcasting industry during the term described above. Station does not promise the Student any particular area of training and the type of training provided shall be at its sole discretion.
- 4.) School agrees that it shall (a) coordinate the placement of interns with Station; and (b) provide personnel for the resolution of any problems in the implementation of the internship program or in the relationship between Station and the Student.
- 5.) It is expressly understood and agreed between the parties that the Student is not an employee, agent or servant of Station for any specific duration or for any purpose and that the Student has no expectation of future employment or further practical training with Station.
- 6.) The parties acknowledge and agree that the internship program is voluntarily conducted by Station, and the position of the Student is that of a volunteer. Due to the limited and special nature of the internship program the parties acknowledge and agree that: (a) the Student is responsible for all of his/her personal expenses; (b) the Student is not entitled to and shall not receive any salary, wage, pay or any type of remuneration whether monetary or in kind; (c) the Student shall not be eligible for any employment benefits otherwise available to persons who are employees at the Station such as, but not limited to workers’ compensation, health and life insurance; unemployment compensation benefits or any other employee related benefits, and (d) Station does not guarantee the product, outcome, benefit or practical training experience of the Student’s internship.
- 7.) In consideration of the practical training opportunity made available to the Student, the Student expressly waives any and all claims the Student may have or which may otherwise arise against

Station, its officers, agents, members, managers or employees in connection with the internship program and Student's participation therein.

- 8.) Student warrants and represents that he/she is 18 year of age or older and understands that this Agreement contains a release of all liability against Station. Student acknowledges that he/she had full opportunity to discuss any and all aspects of this Agreement with legal counsel to the extent he/she wished to do so. Student acknowledges that he/she has read and fully understands all of the provisions of this Agreement and has signed the Agreement only after full reflection and analysis.
- 9.) Notwithstanding Section 1, it is agreed and acknowledged between the parties that the Student is not providing any consideration to Station in terms of work performed or any additional consideration in exchange for the training and experience received from Station, which is provided voluntarily as a community service.
- 10.) Station or the Student may terminate this agreement at anytime, for any reason upon notice.
- 11.) This Agreement will be governed by the laws of the State of New York, without regard to its conflict of laws provisions.
- 12.) If any clause or provision of this Agreement is illegal, invalid, or unenforceable under present or future laws, then the remainder of this Agreement shall not be affected thereby and in lieu of such clause or provision, there shall be added as a part of this Agreement a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first set forth above.

STATION: Entercom Buffalo LLC

X _____ Name: _____
Date: _____ Title: _____

SCHOOL: _____

X _____ Name: _____
Date: _____ Title: _____

STUDENT: _____ (print name)

X _____
Date: _____

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