

**DEPARTMENT OF CORRECTIONS**  
**PROFESSIONAL INTERNSHIP PROGRAM**  
**2014 POSITION ANNOUNCEMENT**  
**Broadcast Journalism/Video Production Assistant**

The Florida Department of Corrections, Office of Communications is seeking an intern for the 2014 Semester(s).

**PROFESSIONAL AREA:** Office of Communications

**WORKING TITLE(s):** Broadcast Journalism/Video Production Assistant

**WORK LOCATION:** 501 South Calhoun Street Tallahassee, Florida 32399-2500  
*Position may also assist at various off site shooting locations.*

**COMPENSATION:** *Academic Credit from your college. This is an unpaid position.*

**APPLICATION DEADLINE:** Until filled

**DESCRIPTION:**

As a team member of the Communications and Video Production team, this applicant will create and develop news items/videos that highlights Department activities, institutions, offices and staff. This position will script, interview and produce educational and public awareness segments that will be posted on the Department's website, social media sites and be distributed to media outlets across Florida. They will also provide assistance in the production of video recordings/programs (such as assistance in camera operations, lighting, sound, and/or editing.) The internship requires a minimum of one academic semester for 20-30 hours per week Monday through Friday. Schedule details to be determined with intern supervisor.

**NOTE: The Florida Department of Corrections requires a criminal background check prior to employment.**

**EXAMPLES OF WORK:**

- Intern will identify topics for education and public awareness, and will script and produce video segments;
- Intern will be assigned to the Department's video production studio in its Central Office;
- Intern will serve as a camera operator, gaffer, sound recordist, or editor in the production of video recordings/programs (such as videotapes or motion picture films made for instructional, promotional, or technical purposes);

- Intern will perform routine maintenance and maintenance checks on video equipment (such as cameras, tripods, viewers, and sound equipment);
- Intern will inspect and clean preview recordings;
- Intern will maintain equipment and expendables inventory;
- Intern will learn and assist with advanced camera operation and techniques;
- Intern will learn and assist in the use of non linear editing techniques;
- Intern will learn and assist with various studio and location lighting techniques; and
- Intern will perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Junior or Senior standing with credit for college course work in or closely related to broadcast journalism/video production vocational training in or closely related to video production (optional)
- Professional or nonprofessional experience in video production (optional)
- Knowledge of the operation and maintenance of video production equipment
- Knowledge of the general techniques required in journalism/ video production

Contact Information:

For specific details and information regarding this internship position, please contact:

**Misty Cash**

Deputy Director  
Office of Communications  
Florida Department of Corrections  
501 South Calhoun Street  
Tallahassee, Florida 32399-2500  
(850) 717-3039  
[Cash.misty@mail.dc.state.fl.us](mailto:Cash.misty@mail.dc.state.fl.us)

Or

**Charles Lockwood**

Research & Training Specialist  
Video Production  
Bureau of Staff Development & Training  
Florida Department of Corrections 501 South Calhoun Street  
Tallahassee, Florida 32399-2500

(850) 717-3501  
[lockwood.charles@mail.dc.state.fl.us](mailto:lockwood.charles@mail.dc.state.fl.us)

**APPLICATION PROCESS:**

**The following items comprise a completed Internship Application Packet:**

1. Cover Letter;
2. Resume;
3. References with contact information; and
4. Internship Program application, DC3-2019 and Volunteer Application DC5-601A.

To: Misty Cash  
Deputy Director  
Office of Communications  
Florida Department of Corrections  
501 South Calhoun Street  
Tallahassee, Florida 32399-2500  
(850) 717-3039

If you have any questions, please contact Misty Cash at (850) 488-0420 or by e-mail at [cash.misty@mail.dc.state.fl.us](mailto:cash.misty@mail.dc.state.fl.us) or contact Charles Lockwood at (850) 717-3501 or by email at [lockwood.charles@mail.dc.state.fl.us](mailto:lockwood.charles@mail.dc.state.fl.us). Once your application packet is received, the required criminal background check will be conducted and we will contact you regarding the next steps in the process.

Again, thank you for your interest in the Department's Professional Internship Program. We look forward to hearing from you!