



Sample Intern Roles

T. Howard Foundation interns participate in meaningful work at some of the world's largest and most influential media and entertainment companies across business functions.

Below are examples of some of the roles and responsibilities of previous placements.

Accounting/Finance

- Perform finance analysis
- Prepare journal entries
- Assist in completing audit requests
- Assist in preparing bank reconciliations
- Participate in special projects

Position Titles: Tax intern, Finance intern, Accounting intern, and Business Strategy intern

Recommended Skills: Problem solving, analytics experience, and proficiency in mathematics

Broadcast Journalism

- Write and produce news content
- Create multimedia stories
- Conduct interviews
- Edit videos and photos
- Develop social media content

Position Titles: Video intern, News intern, Digital News intern

Recommended Skills: Video editing, social media experience, and Adobe Suite

Sales/Marketing

Ad Sales

- Monitor on-air schedules
- Manage ad inventory
- Create sale decks
- Create analysis and sales materials for networks and programs

Position Titles: Ad Sales intern, Interactive Ad Sales intern, Ad Sales Marketing intern, and Digital Ad Sales intern

Recommended Skills: Analytics experience, Microsoft Office, and ability to work independently

Affiliate Marketing/ Marketing

- Conduct market research about the industry
- Create social media posts, videos, and graphics
- Create PowerPoint decks
- Produce and develop monthly reports
- Support team with daily functions and administrative tasks
- Compile Industry press clips
- Develop strategic campaigns
- Assist with inventory management
- Create presentations for clients

Position Titles: Affiliate Marketing intern, Revenue marketing intern, Digital marketing intern

Recommended Skills: Social media engagement, Microsoft Office, problem solving, and analytics

Digital Media/Graphic Design

- Write content for social media platforms
- Log materials
- Design print or web graphics
- Manage media site

Position Titles: Social Media intern, Graphic Design intern, and Digital Media intern

Recommended Skills: Social media savvy and knowledge of platforms, Adobe Suite, experience with social media analytics, and HTML

Engineering/Information Technology

Engineering

- Assist in development of systems
- Hands-on experience with television facility engineering
- Learn skills related to engineering project management

Position Titles: Engineering intern and Audio intern

Recommended Skills: Coding experience, ability to work well with a team, and ability to work independently

Information Technology

- Develop presentation decks
- Analyze data
- Document workflows
- Work with team to provide troubleshooting to company
- Install and support applications

Position Titles: Information Technology intern and IT Research intern

Recommended Skills: analytics experience, HTML, and coding experience

Government Affairs

- Write reports and memos
- Develop charts and graphs
- Track and report media coverage
- Assist in creating briefing materials

Position Titles: Government Affairs intern and Government Affairs Communications intern

Recommended Skills: Self-starter, ability to work independently, and strong writing skills

Human Resources

- Help draft and edit employment policies
- Participate in recruitment process
- Assist with on-boarding process

- Assist in the planning and execution of human resources programs/events

Position Titles: Diversity and Inclusion intern and Human Resources intern

Recommended Skills: Detail oriented, ability to work with a team, and highly organized

Legal (law students only)

- Reviewing and summarizing information from a variety of production
- Assist with clearance and licensing matters
- Draft memos
- Help with maintaining release and consent agreements

Position Titles: Law intern and Legal Intern

Recommended Skills: Research skills, strong communication skills, and experience with administration

Production

- Update story pitches
- Transcribe shows
- Fact-check information
- Update master production and post schedules
- Log footage

Position Titles: Production intern, Original Programming and Production intern, and Sports Production intern

Recommended Skills: Final Cut Pro experience and HTML

Public Relations

- Create and update media lists and databases
- Complete research projects
- Compile and organize press clips
- Assist with special events
- Develop communication campaigns
- Create press materials

Position Titles: Public Relations intern, Communications intern, and Publicity intern

Recommended Skills: Strong communications skills, social media savvy, and passion for organizing and event planning