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