



## INTERNSHIP PROGRAM INFORMATION

Internships are offered at MPB's central location in Jackson, Mississippi. MPB's internship program is specifically designed to provide training and experience for students interested in public broadcasting. MPB internships are non-salaried, unless otherwise indicated.

### **Internship Positions Available:**

Internship opportunities are available in most departments of the agency. Please be sure to indicate all areas of interest on the application form.

### **Eligibility:**

A candidate must be a graduate student, an undergraduate student, or have graduated from college within 12 months of beginning the internship. High school interns may be considered on an individual basis.

### **General Information:**

Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if approved by the intern's college or university. Interns must have access to reliable transportation and a computer. All interns are subject to the applicable MPB employee rules.

### **Application Procedures:**

Internship Application Timeline:

Spring Internships: Applications will be accepted throughout the month of November.

Summer Internships: Applications will be accepted throughout the month of April.

Fall Internships: Applications will be accepted throughout the month of June.

Candidates must complete an application form and submit it with their resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

### **Mail or Email Applications to:**

Mississippi Public Broadcasting – Internship Program  
Attn: Michelle Mangum, Human Resource Generalist II  
3825 Ridgewood Road  
Jackson, MS 39211  
Email: [michelle.mangum@mpbonline.org](mailto:michelle.mangum@mpbonline.org)

**Where to Go for Further Information:** MPB's Website: [www.mpbonline.org](http://www.mpbonline.org)

Or email: [michelle.mangum@mpbonline.org](mailto:michelle.mangum@mpbonline.org)

***MPB is an Equal Opportunity Employer.***



Address: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties:

Please attach additional relevant work experience in electronic pdf format, if necessary.

**References:**

**Reference #1:** Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

**Reference #2:** Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

**To meet the requirements of the Federal Communications Commission, MPB needs to collect information on the questions below for reporting purposes only. This information will not be used for making employment decisions. Your response is OPTIONAL and voluntary.**

Sex: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_

Check any of the following which apply to you:

\_\_\_\_\_ Vietnam Era Veteran      \_\_\_\_\_ Disabled Veteran      \_\_\_\_\_ Handicapped

*I certify by my signature below that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal. Additionally, I acknowledge that I have access to a computer and reliable transportation.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR SCHOOL ADMINISTRATOR USE ONLY – DO NOT WRITE BELOW THIS LINE.**

Number of total semester hours required for course credit: \_\_\_\_\_

Responsible School Official's Contact Information: Name \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*