Mel Wheeler, Inc. Internships

It is the policy of Mel Wheeler, Inc. to offer internships to college students seeking a career in broadcasting. These internships are offered to be a part of the formal education of the intern and as such are unpaid. Internships will cover production, marketing, sales, engineering, traffic and promotions.

This is not an "on-air" internship. You may learn aspects about on-air broadcasting, as well as sales and engineering, but those are not the focus areas of these internships.

The application process is as follows:

1. Submit an Intern Application, including essay. Applications should be mailed or emailed to:
   Mel Wheeler, Inc.  Attn: Human Resources
   3934 Electric Road
   Roanoke, Virginia 24018
   cskinner@wheelerbroadcasting.com

2. All complete applications will be evaluated by the application committee consisting of the General Manager, Operations Manager and Human Resource Director.

3. Outstanding candidates will be asked to interview.

4. The successful candidate(s) will be notified and a start date determined.

Internships will cover the following areas:

Marketing: Produces billboard and print ads; helps sales team with information for current and potential clients; assist sales staff with research and design of promotional materials

Production: Create all locally produced commercials, from concept to script to production; make sure that there is a commercial to run as directed by Traffic

Engineering: Install, maintain and repair broadcast equipment including associated computer systems and networking; provide support for office PC’s and internal computer programs

Traffic: Enters customer contracts of sold airtime for advertising and generates commercial logs for billing; overall responsibility for scheduling commercials

News: Find and report on news events of interest to the local population; air news casts for all stations

Promotions: In conjunction with account representatives and air personalities, schedule remote appearances and other promotional events; work remotes and other events

Sales: Responsible for the revenue of the radio stations
LAST NAME                                                   FIRST NAME                                          M.I.        DATE S OF INTERNSHIP REQUESTED

STREET ADDRESS                                                CITY       STATE       ZIP CODE       TELEPHONE NUMBER

ARE YOU 18 YEARS OF AGE OR OLDER?                            ARE YOU A HIGH SCHOOL GRADUATE?                      EMAIL ADDRESS

DO YOU HAVE A FCC RESTRICTED RADIO TELEPHONE OPERATOR PERMIT?___NO  ______YES
DATE ISSUED__________________

DO YOU HAVE THE ABILITY TO PERFORM THE SPECIFIC JOB FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING? _____YES  ____NO

IF YES, ARE YOU ABLE TO PERFORM THESE TASKS WITH OR WITHOUT ACCOMMODATION? _____WITH _____WITH OUT

IF YOU CAN PERFORM THESE TASKS WITH AN ACCOMMODATION, HOW WOULD YOU PERFORM THESE TASKS, AND WITH WHAT ACCOMMODATION?

HOW DID YOU COME TO APPLY WITH US?    NEWSPAPER                       EMPLOYEE                       EMPLOYMENT AGENCY      OTHER

HAVE YOU EVER BEEN CONVICTED OF A FELONY?   _______YES _______NO
IF YES, PLEASE EXPLAIN ON THE BACK OF THIS APPLICATION.

LIST SCHOOL HISTORY BELOW

HIGH SCHOOL   LOCATION(S)        COLLEGE(S)        FROM MO / YR       TO MO / YR        MAJOR

EMPLOYMENT HISTORY. List all employment, starting with your most current employment.

EMPLOYER/CITY,STATE          FROM            TO            POSITION           REASON FOR LEAVING

MO. / YR        MO. / YR

THREE REFERENCES – NAME, RELATIONSHIP,CONTACT PHONE NUMBER

PLEASE ATTACH A 250-WORD ESSAY ON THE FOLLOWING TOPIC:
DESCRIBE YOUR REASONS FOR WANTING A BROADCASTING CAREER AND DISCUSS YOUR QUALIFICATIONS TO BE IN RADIO BROADCASTING OR ENGINEERING.

It is the policy of these Stations not to discriminate in their employment practices because of a person’s race, color, creed, religion, sex, national origin, age, or disability. Discriminatory employment practices are specifically prohibited by the Federal Communication Commission. If you believe your equal rights have been violated, you may contact the FCC in Washington, D.C. 20554, or other appropriate state or local agency.

If you are accepted for an internship at one of our stations, you will be required to sign an Internship Acknowledgment and Consent which states the conditions and terms of the internship. You will also be asked to sign a confidentiality agreement. It is understood and agreed that any misrepresentation by you in this application will be sufficient cause for cancellation of this application and/or separation from the Company if you have been employed or offered employment or an internship. Upon acceptance of employment/internship with the Company, I agree to follow all the policies, procedures, rules and regulations of the Company.

Signature of Applicant           Date