



Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – bidlingmaiera@leoncountyfl.gov. If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

POSITION TITLE	
TV Production Public Information Intern	
DEPARTMENT	DEPARTMENT CONTACT
Public Information Office	Jon D. Brown, Public Information Officer
DEPARTMENT ADDRESS	TELEPHONE AND FAX NUMBERS
Leon County Courthouse; 301 S. Monroe St.	Tel: 606-5330; FAX: 606-5301
DEPARTMENT CONTACT E-MAIL	
PIO@LeonCountyFL.gov	
MAJOR OBJECTIVES	
The Public Information Office is responsible for public information and education, communications strategy and message development, media and public relations, and the marketing of County programs and services. The office aims to develop and maintain a continuous positive image of Leon County government by fostering proactive and responsive communication with the public.	
MAJOR RESPONSIBILITIES	
Assisting with developing future segments for Leon County TV; writing scripts; coordinating with Leon County Departments for filming; arranging for speakers to be on camera; providing production assistance.	
QUALIFICATIONS	
Broadcast, Media Production, Public Relations, Journalism or Communications majors but mostly looking for students who are willing to work and go the extra mile. Punctuality, professionalism and willingness to learn and contribute are key.	
TIME AND PLACE	
Monday through Friday, and on certain occasions, Saturday. Hours vary. Minimum of 20 hours/week.	

COMMITMENT
One academic semester, but preference will be given to those who can commit to two consecutive semesters, due to extensive training.

AVAILABILITY
Any and all semesters

BENEFITS TO THE INTERN
Learn new skills in communications, public relations, real-world media relations and managing a collective message.

PLACEMENT OPPORTUNITIES How many interns can you accommodate in a particular semester?
Up to 3 - Fall Up to 3 - Spring Up to 3 - Summer

AVAILABILITY
Any Semester