PACK INTERNSHIP GRANT PROGRAM

Education & Events Intern

**KNPB Public Broadcasting**

1670 North Virginia Street
Reno, NV 89503

**About KNPB Public Broadcasting**

KNPB, founded in 1983, is a community-licensed public television station that broadcasts national PBS programs and award-winning locally produced content to residents in central and northern Nevada and northeastern California. We provide three digital channels of educational programming: KNPB (flagship), KNPB Create (lifestyle and how-to programming), and KNPB V’me (public television programming in Spanish). The KNPB “fourth channel”, www.knpb.org enables viewers to access KNPB programming on demand any time of the day or night.

The mission of KNPB is to enrich, inspire, entertain, and delight our community while fostering civic responsibility, the sharing of ideas, exploration of our world, and the joy of learning. We recognize that television is among the most powerful and influential engagement and educational tools our society holds. KNPB strives to enrich the lives of individuals and improve our community by focusing the power of media to advance education, culture, and citizenship. KNPB broadcasts to 65,000 households (approximately 158,000 viewers) in a 75,000 square mile service area each week! It is our vision that KNPB is the community’s first choice for quality content.

Beyond on air programming, KNPB connects our community through our educational outreach programs. Ready To Learn provides multimedia educational workshops in classrooms and community organizations. LearningMedia contains over 100,000 educational digital resources for educators to use to augment traditional classroom instruction. American Graduate is solving the high school dropout crisis in our community through collaborative community partnerships and increasing the public’s understanding of the risks and solutions through national and local content provided online, on air, and in person. e-learning 4 educators (e4e) is professional development opportunities for educators. Through our collaborative partnerships with our generous donors we are able to offer these services to those we serve at no cost.

**About the Internship**

In addition to educational television programming, KNPB has an Education Department devoted to hands on education in the classroom. In addition to holding workshops in classrooms throughout the year, every spring the Education Department hosts the PBS KIDS Young Writer’s Contest. The Young Writer’s Contest continues to grow each year, with 1,639 entries last year from kids in kindergarten through 3rd grade, up from 1,069 the year prior. Our Education Intern will be the point person for the Young Writer’s Contest. This position will be responsible for managing supplies, scheduling volunteers, recording entries, and coordinating events related to the competition.

**Qualifications**

- Proficiency with Microsoft Excel and Word
- Strong organizational skills

**Internship Duties**

- Assist planning kick-off reception and final event
- Record story submissions and issuing certificates
- Manage supplies, including purchases and printed materials
- Schedule volunteers and oversee volunteer duties
- Provide an accurate running count of workshops and entries

$12/hour for 120 hours

Spring Semester 2017

Apply by November 1st, 2016
at www.unr.edu/career