To internship candidate:

Thank you for inquiring about the internship program with MTV Networks- Nashville. Internships at our location will be with cable channel, CMT (Country Music Television). CMT is owned and operated by Viacom, Incorporated, and is a 24-hour country music network. CMT carries original programming, specials, live concerts, and music videos. CMT is always on the look out for bright, creative students to participate in our internship program. Our internships are designed to offer students an opportunity to gain insight into the television industry. Interns obtain hands-on experience by working in jobs related to their career fields and by interacting with professionals in on-the-job situations.

Our internships are only available to college students who are able to receive school credit, and who are studying and interested in the following areas: studio production and programming, research, communications, information technologies, and on-line. The internships are available throughout the year and we work with the student to determine how many days a week they are able to intern. To qualify, students must be able to receive academic credit for an internship through their university or college. Candidates must also be willing to commit to a schedule of 10 consecutive weeks and a minimum of 20 hours per week in order to be considered for this program.

A list of the internships available for all semesters is enclosed, as is the application needed to apply for any of our internship opportunities. Again, we appreciate your interest in our program and look forward to receiving your information.

Sincerely,

Shannon M. Kendrick, PHR
Manager, Human Resources
MTVN – Nashville

We are currently accepting applications for Spring 2006 only.
Our deadline to apply is November 11, 2005.
MTV NETWORKS  Internship Program Application
A VIACOM COMPANY

Application Process

To apply for an internship with CMT, the following information is required:

1. A completed application form (enclosed).

2. A cover letter indicating your area of interest and current resume.

3. Two letters of recommendation. One must be from a faculty sponsor or intern coordinator.

4. Letter or guidelines from college or university outlining what the criteria is for the student to receive academic credit.

Please note that applicants must be able to commit to a program consisting of 10 consecutive weeks and a minimum of 20 hours per week in order to be considered for an internship.

Completed applications should be mailed or faxed to:

MTV Networks – Nashville
Internship Program
330 Commerce Street
Nashville, TN  37201
Fax # 615-335-8614
Internship Application

Name: ________________________________

School: ___________________________________________________________

Major: ________________________________  Minor: _______________________

Expected Graduation Date (month/year): _____________________________

I will be able to receive ________(number) credits if accepted for an internship at CMT

Your current (at school) ________________________________

Address _______________________________________________________

Home Address: ___________________________________________________

_______________________________________________________________

Phone #: ____________________________  Best time to reach you: ___________

Cell Phone #: ____________________________

Internship(s) that you are applying for in order of preference: _______________________

_______________________________________________________________

Program applying for:    Spring: _________  Summer: _________  Fall: _________

Days available to work: ____________________________  Times available: ____________________________

Available start date: ____________________________  End date: ____________________________

Notes: _______________________________________________________________________

______________________________________________________________________________
INTERNSHIP OPPORTUNITIES

MTV Networks – Nashville is a division of Viacom International, Inc. MTVN owns and operates six cable television programming networks: Nickelodeon/Nick at Nite, Spike TV, TV-Land, VH-1 (Video Hits –1), MTV (Music Television), Comedy Central and CMT (Country Music Television), and MTVU (MTV University). CMT is headquartered at 330 Commerce Street, Nashville, TN and Viacom is headquartered at 1515 Broadway, New York, NY.

The following is a list of the unpaid, for-credit-only, internship opportunities we have available for all semesters (subject to change).

MTV Networks – Music & Media Licensing Department
Openings: 1
Preferred number of days needed: minimum of three per week (20 hours per week)
Preferred major(s): Music Business or Pre-Law (Juniors or Seniors only)

Special Skills: MS Word, MS Excel, Outlook mail, Internet research experience, typing 45 wpm, good math skills and previous customer service experience is a plus.

Job description: Intern will spend approximately 25% of their time on various administrative responsibilities, 25% on organization of the file room and LABA files (production, acquisitions, etc.), 25% on music research and 25% on processing license agreements for signature and payment. Intern will help coordinate and track blanket license proposals. Intern will assist with all CMT programs that tape in the Nashville vicinity during the term of the internship. Intern will have exposure to all departments and personnel of MTV Networks in Nashville.

Department profile: To secure third party clearance for all copyrighted material used by the network.

Intern supervisor: Valerie McFaddin

CMT - Program Development & Production
Openings: 3
Preferred number of days needed: minimum of 3 per week and at least 20 hours per week.
Preferred major(s): Television Production

Special Skills: Videography, video editing, tape duplication, Internet research, computer skills that include word processing and spreadsheet creation and manipulation.

Job Description: Position duties will include general office work for fifty percent of the time and various television-production needs fifty percent of the time. Interns will provide project assistance and research for various pilots and clips shows for the network, as well as special programming, such as CMT Crossroads. Interns will serve as Production Assistants for various live events including awards shows and CMT special events. Interns will observe the process of how shows are written and produced for cable television. Interns will be exposed to the entire Program Development and Production staff, as well as the Production Operations and Production Management staff and various outside production companies with whom CMT does business. To be considered, candidates should have a very good knowledge of country music and country music artists, have previous television production experience, and have a valid driver's license and transportation, as interns may need to travel to various local off site shoots.
Department profile: The Program Development & Production department creates and produces original programming and live events and concerts for air on MTV Networks’ cable channel CMT.

Intern Supervisor: Varies

**CMT – Production Management**

Openings: 1

Preferred number of days needed: minimum of 3 per week and 20 hours per week.

Preferred major(s): Accounting, Finance, Business, Music Business, Television Production

Special Skills: Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills. Knowledge of software package Movie Magic is a big plus.

Job description: Intern will spread their time working on various aspects of budgeting and scheduling for CMT show projects. They will typically spend a portion of their week creating the production management calendars, creating production binders for managers, producers and directors. They will circulate contracts and budget information to all appropriate departments and personnel. Will handle phone conversations with third party vendors. Will assist with scheduling meetings, and will have other duties as assigned. Intern will be exposed to various CMT projects, such as awards shows, live show tapings, and series programming. Interns will interact with internal clients from Programming, Music & Talent, Research, and Production Operations.

Intern Supervisor: Varies

Department profile: The Production Management department is responsible for managing a show or a CMT project from it’s inception through production and post-production. The result is a finished show that will air nationally on cable channel CMT. This department manages show/project budgets and processes information from the Program Development department through Legal, Music & Media Licensing, Finance and Production Operations.

**CMT Press Department**

Preferred number of days needed: flexible (20 hours per week minimum)

Preferred major(s): Public Relations, Journalism

Special Skills: Ability to write press releases and familiarity with AP Style. Use of internet for research, computer software including Word, Excel, Photo Shop, PowerPoint, and Access. Know how to scan and manipulate images. Working knowledge of Thumbs Plus is a plus.

Job description: Intern will assist department with various daily deadline duties. Will work with photos and will burn photo CD’s, make copies, send faxes, and handle various press distributions and mailings. Will research and compile media lists. Will draft press releases and pitch media. Will have some management of digital photos and management of daily news clips. Will be involved with CMT programs, awards shows, and special CMT tapings. Will have exposure to music industry clients (publicists, marketing reps, managers) and artists. Will have exposure to local, regional and national media reps and in various internal departments, including CMT Radio Networks and CMT.com personnel.

Department profile: CMT Press works with national print, broadcast, and trade publications to obtain coverage of CMT programs, special events and news. The department manages media on-site at special events and tapings. They establish and maintain relationships with media and industry executives. Work with other CMT departments to research and disseminate timely information. The department also plans special events such as red carpets, press conferences, and media receptions.
Intern Supervisor: Amanda Murphy

CMT.com – (CMT’s online service)
Openings:  2
Preferred number of days needed: minimum of 2 per week, 20 hours per week
Preferred major(s): Print or Broadcast Journalism, Music Business, Communications

Special Skills: Word processing, effective use of the internet for research, good communication skills, excellent writing skills, knowledge of CMT programming and CMT.com a plus, an understanding of audio and video production is a plus, and web development skills are a plus.

Job description: Intern will represent CMT and CMT.com by sorting and responding to email from visitors to our website. Must have excellent writing skills, familiarity with CMT programming and of the CMT.com website. Will provide visitors to the website with correct information in a timely manner, and will point visitors back to CMT.com for news stories, artist pages, message boards, and other content material. Will assist in writing a weekly newsletter. Will update information on show and artist message boards, provide research assistance for music journalists, organize and update artist files. Intern will update artist biographies. Will act as a runner for music events such as awards shows and various show tappings. Will shoot digital pictures for possible use on website. Will transcribe and log audio and vide tapes. Will perform other duties as assigned.

Intern Supervisor: Donna Priesmeyer

Department Profile: The Programming and Production division of CMT.com develops and codes program pages in support of CMT programs and events. Additionally, this division is responsible for writing weekly newsletters that promote the site and CMT. The Production element produces editorial content pages, designs, codes and implements all special event microsites, and online voting pages. They answer viewer/visitor email, an extremely important role of this division. They work with CMT public relations and programming representatives to make sure their answers are reflective of the Channel's goals.

CMT.com – (330 Sessions Assistant)
Openings:  1 (may not be available every semester)
Preferred number of days needed: minimum of 3 per week, 24 hours per week
Preferred major(s): Print or Broadcast Journalism, Music Business, television production.

Special Skills: Effective use of the internet for research, good communication skills, excellent writing skills, Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills.

Job Description: Intern will Act as production assistant for Studio 330 Sessions, helping the producer and director with whatever they may need prior to, during or after the production. Take time code notes during morning and afternoon sessions. Create cue and status sheets of performing talent for the purpose of rights & clearances for online presentation of the Studio 330 performances. Coordinate and assume all responsibility for Studio 330 Sessions craft services. Provide administrative support as needed. Intern will perform other duties as assigned.

Intern Supervisor: Donna Priesmeyer

Department Profile: 330 Sessions is a weekly exclusive performance, delivered via its own microsite on CMT.com. This feature showcases various country and bluegrass artists, performing current and past hits acoustically for the CMT.com visitor. Sessions are recorded at CMT’s onsite studio and produced by CMT.com staff.
CMT.com
Openings: 1
Preferred number of days needed: minimum of 3 per week, 20 hours per week
Preferred major(s): Photo Journalism, Graphic Design, Web Development
Special Skills: Working knowledge of PhotoShop, Adobe Illustrator and various graphics software packages, Web development, good communication skills.

Digital Image Intern Job Description:

- Intern will assist CMT.com Photo Manager in the procurement and preparation of digital images for CMT.com, including cropping, sizing and entering images into database tracking system.
- Intern will assist in building photo galleries for CMT.com
- Intern will research images related to the country music industry at photo production companies
- Intern will assist in maintaining image databases and tracking rights and clearance requirements of restricted and/or expired images
- Intern will shoot photos of in-house and other events; select, crop and size best images.

Intern Supervisor: Donna Priesmeyer

Department Profile: The Programming and Production division of CMT.com develops and codes program pages in support of CMT programs and events. Additionally, this division is responsible for writing weekly newsletters that promote the site and CMT. The Production element produces editorial content pages, designs, codes and implements all special event microsites, and online voting pages. They work with CMT public relations and programming representatives to make sure their answers are reflective of the Channel’s goals.

MTV Networks – Music & Talent Department
Openings: 2
Preferred number of days needed: minimum of three per week (20 hours per week)
Preferred major(s): Music Business (Juniors or Seniors only)

Special Skills: MS Word, MS Excel, quick study on new software programs, good organizational and interpersonal skills.

Job Description: Interns will provide administrative support to the department. Obtaining and maintaining promotional product and publicity materials, industry chart distribution, industry mailings as needed, and will update various spreadsheets on a weekly basis. Interns will track and update music chart information in video software program and update to video titler. Interns will help with ordering, tracking and delivering various video dubs as needed. Special Projects include: spring interns will be involved in the preparation of annual awards shows. Interns will assist with various live performance shows and show tapings. Interns will have occasional contact with record label representatives and other industry-related companies for the purpose of obtaining materials for use at CMT.

Department Profile: The Music & Talent department at CMT serves a dual function of industry/talent relations and music video programming. On the talent side, staff books artists for various CMT shows and events, then follows through with the artist and their respective representatives during CMT shoots to ensure a smooth experience. The music responsibilities include obtaining, reviewing, and playing music videos. Music & Talent staff reviews and meets
regularly to discuss new video submissions from major and independent labels for possible inclusion on CMT. This department also schedules all video hours on the network.

Intern Supervisor: Kellie Robinson

**MTV Networks – Creative Department (Promotions)**

Openings: 1  
Preferred number of days needed: minimum of three per week (20-30 hours per week)  
Preferred major(s): Television Broadcasting, Television/Radio Production, Advertising, (Juniors or Seniors only)

Special Skills: MS Word, some knowledge of television production and post-production equipment and use, course work in copywriting, understanding of popular graphics programs, and good organizational and interpersonal skills.

Job Description: Intern will screen vide tapes, pull bites, and attend shoots for various promotional activities in the department. Assist and observe production and post-production promotional activities. Intern will write bumpers, promo menus, tags and provide input to the department on promotional ideas. Intern will provide organizational support regarding promotion planning and scheduling, tape research and will be asked to help with transcribing. Intern will gain experience on various CMT projects and shows. Intern will be exposed to the Post Production, Operations, CMT.com, CMT Radio, Music & Talent, Programming, Public Relations, Marketing, and Graphics departments. They will also have exposure to talent and talent representation.

Department Profile: The CMT Creative Department's primary responsibilities include on and off air image promotion of the network and tune-in promotion for specific network programs. They not only create the promotional spots that run throughout the daily schedule, but also create many presentation tapes used by marketing, advertising sales and affiliate sales. They write copy for print advertising, plan and schedule all promotional priorities and announcements, handle all phases of pre-production, production and post-production of promotional spots, and produce weekly radio spots for the CMT Country Countdown USA, which is in over 200 markets nationwide.

**MTV Networks – Consumer Marketing**

Openings: 1  
Preferred number of days needed: minimum of three per week (24-30 hours per week)  
Preferred major(s): Marketing, Communications or other relevant major  
Grade Level preferred: Junior or Senior or Post Graduate

Special Skills: Good working knowledge of Microsoft office, including Excel, Word and Outlook mail. Must be able to conduct productive research using the internet. Good organizational and interpersonal skills.

Job Description: Intern will spend approximately thirty-percent of their time assisting with the Consumer Marketing department’s mobile marketing program. This will include extensive event research. Will monitor and update the website and internal map that they use. Will help to assemble promotional kits and various other tasks related to the program. Intern will assist the department staff by developing and maintaining inventory lists for merchandise. Will keep the merchandise closet organized and will assist with all internal orders and distribution. Intern will assist with Consumer marketing promotions including sweepstakes fulfillment. Will work on guerilla marketing efforts. Intern will be exposed to various events at the channel such as the annual music awards show, the CMA Summer Music Festival, Crossroads, and other, depending on the semester of their internship. Intern will interact with staff members of the creative department, CMT.com, CMT Radio Networks, Music & Talent, Press and
Programming. They will provide administrative support, suggest ideas and opportunities to support the channel's programming and will work on other miscellaneous projects as needed.

Supervisor: Mark Kate Petrovic, Coordinator, Marketing

Department Profile: CMT Consumer Marketing is responsible for all off channel marketing efforts. Anything that touches the consumer (print ads, radio spots, TV spots, etc.) are channeled through Consumer Marketing. They work to drive consumers to watch CMT and ultimately impact ratings goals. Consumer Marketing is also the home of CMT Cross Country, our mobile marketing program. We have 3 mobile units that travel the country attending various events, bringing CMT closer to the consumer. The channel's merchandise program is also rooted in Consumer Marketing. All items are created here and then distributed for sale.

MTV Networks – Post Production
Openings: 2
Preferred number of days needed: minimum of three per week (20-30 hours per week)
Preferred major(s): Television Broadcasting, Television/Radio Production (Juniors or Seniors only)

Special Skills: Some knowledge of television production and post-production equipment and use, understanding of popular graphics programs, strong computer skills, good organizational and interpersonal skills.

Job Description: Intern will divide their time evenly in observing and working in the various areas of post-production. About 25% of their time will be spent helping out with video editing needs and learning the video side of post-production. About 25 percent of their time will go to working with audio editing. 25% of their time will be in assisting in digitizing, learning the technical side of post-production, including dubbing. The final 25% of their time will be spent learning the administrative tasks that are necessary to run a Post house, including scheduling and client relations. Intern will be exposed to clients in the Programming, Creative Services, Engineering and Graphics departments of CMT, plus external clients from various production facilities.

Supervisor: Randy Turner, Director, Post Production Operations

Department Profile: The Post-Production department support all of CMT’s editing requirements. They are responsible for editing programs, promotional spots and company presentations. They have seven video editing bays, five audio editing bays, and one digitizing station. They also have several digital beta and beta machines for duplicating and editing needs.

CMT News (may not be offered every semester)
Openings: 1
Preferred number of days needed: minimum of three per week (20 or more hours per week)
Preferred major(s): Journalism, Broadcast Journalism (Juniors or Seniors only)

Special Skills: Word processing, effective use of internet for research, good communication skills, an understanding of audio and video production is a plus. Should have a good knowledge of country music.

Job Description: Intern to provide story research (phone and internet). Will run job-related errands for the News department, including securing tapes from on-site tape library. Intern will shadow and observe news staff at news, program shoots, and interviews. Intern will be involved in the news coverage of various country music events, including annual awards shows. Intern will interact and have exposure to record label representatives, publicity staffs, artist management representatives, and various internal departments at CMT.

Intern Supervisor: Jennifer Meyer
Department profile: CMT news provides the total entertainment news product to the channel and its various news components (CMT.com, CMT Insider).

CMT Radio Networks (may not be offered every semester)
Openings: 1
Preferred number of days needed: minimum of three per week (20 hours per week)
Preferred major(s): Music Business, Communications, Journalism, Radio Broadcasting (Juniors or Seniors only)

Special Skills: Some knowledge of radio production and equipment, good writing skills, strong computer skills, good organizational and interpersonal skills, ability to productively conduct internet research. Good communications skills are required.

Job Description: Intern will assist in the preparation of CMT Radio Network’s daily prep sheet. Will compile information for special features, and may be involved with writing stories and sound editing. Intern will organize artist interview schedules and will help coordinate prouder schedules. Intern will assist with coverage of awards shows, when applicable. Intern will shadow artist interviews, will have exposure to artist management and will shadow covering music news events. Intern will have interaction with various other departments of MTVN, including the Music & Talent department, CMT.com and programming. Candidate will also be exposed to personnel at all Nashville-based record labels, artist management teams and with some country music artists.

Supervisor: Joe Zanger

Department Profile: The CMT Radio Networks team compiles a daily news prep sheet, designed to serve radio morning shows at more than 120 country music radio stations nationwide. They arrange artist radio tours for affiliate radio stations. They produce 12 monthly specials per year and 8 quarterly specials per year. CMT Radio Networks serves to further the CMT brand as being first in country music news coverage, and it helps promote CMT programming to over 40 million radio listeners daily.

MTV Networks Special Events Department (may not be offered every semester)
Openings: 1
Preferred number of days needed: minimum of three per week (20 hours per week)
Preferred major(s): Business, Hospitality or similar major (Juniors or Seniors only)

Special Skills: Must be comfortable with use of Microsoft Word and Excel; basic understanding of MS PowerPoint; basic understanding of accounting to help reconcile invoicing and management of budget; must be detail oriented and able to multi-task, take direction and prioritize projects.

Job Description: Intern will assist very busy events department administratively as well as on-site during events. Will help organize vendor files. Will assist with various vendor arrangements, will interface with venues and hotels with whom we do business. Will assist with research on vendors to use for events and will help with site-surveys for potential events. Will assist in fulfillment of charity requests. Intern will be exposed to various large events that happen in conjunction with CMT shows such as the Miss America Pageant, CMT Music Awards, CMA, Crossroads tapings, and internal meeting needs. Intern will interact with various internal departments of CMT, including press, programming, production and creative services. Additionally, intern will interact regularly with various vendors and venue operators.

Supervisor: Tonya Figueroa, Senior Special Events Manager
Department Description: The Special Events department creates, designs and executes events for various internal clients and all the channels within MTV Networks. Once an event is identified, Special Events will find a location, implement a design and organize all elements from catering and security to credentials and VIP hospitality. In addition to producing events, Special Events handles charitable requests including auction items and donations.

**MTV Networks Tape Library (may not be offered every semester)**

Openings: 1  
Preferred number of days needed: minimum of three per week (20 hours per week)  
Preferred major(s): Library Science, Electronic Media (Juniors or Seniors only)

Special Skills: Must be comfortable with use of Microsoft Word and Excel; must be able to use internet effectively; Good understanding of database management preferred; must be detail oriented; must be able to enter data accurately.

Job Description: The majority of intern’s time will be spent working on the computer, entering data, retrieving requests, and assisting staff and freelance employees with finding footage that is cataloged in a customized database. Intern will learn how to order raw stock for various media projects; will work in concert with all library coordinators. Intern may be asked to assist in off site tape library with filing and pulling dubs and masters from warehouse shelves. This will require intern to climb a ladder. Intern will learn how to ship packages using internal couriers. Intern will be exposed to producers of CMT show product and promotions, Post Production staff, CMT news staff. Intern will gain valuable experience in a corporate environment, learning how to research and locate footage, shows and videos and will learn the process of working in a media library.

Supervisor: Robin Hardin, Manager, Tape Library, Nashville

Department Profile: The tape library manages the Company’s physical assets and provides services to production and other groups who need access to library archives. Daily workflow includes tape circulation, cataloging, research projects, answering phones, record organization and management, tracking and receiving shipments and supplying raw stock to various departments of the Company.