



## Internship Position Announcement

### Department of Music: Social Media, Marketing, and Office Management

<http://www.wku.edu/music>

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**Contact** (for information about the internship position itself):

*Dr. Scott Harris, FAC 351, [scott.harris@wku.edu](mailto:scott.harris@wku.edu)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)*

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

**Duration:** Intern(s) must be available throughout the semester and will work 8–12 hours per week to maintain the department's social media accounts and web presence, assist in marketing initiatives (possibly also in Potter College), and work in the music office.

#### **Responsibilities:**

Intern(s) collaborate with Dr. Harris, Head of the Department of Music, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Dr. Harris and the current intern. Enrolling in ENG 369, however, is required.

- Maintain existing social media accounts (e.g., Facebook and Twitter).
- Explore the possibility of adding and potentially create and manage new social media accounts (e.g., YouTube, Instagram).
- Increase social media reach and/or presence.
- Maintain departmental web site (as needed).
- Integrate department's social media, website, and print materials.
- Assist with departmental marketing initiatives for concerts/events.
- Assist in office management.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

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\* To review a syllabus for ENG 369, the internship course conducted through Blackboard, see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



## Internship Position Announcement WKU Department of Theatre & Dance Communications Internship <http://www.wku.edu/theatre-and-dance/index.php>

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**Contact** (for information about the internship position):

*Rachel Cato*, [rachel.cato@wku.edu](mailto:rachel.cato@wku.edu), Gordon Wilson Hall 300, (270) 745-5845

**Contact** (for information about the internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

**Duration:** applicants for this placement must be available throughout the semester and will work 8–12 hours per week during a semester to assist in communication duties and complete related tasks.

### **Responsibilities:**

This intern collaborates with Dr. David Young, the Theatre & Dance Department Head, and Ms. Rachel Cato, the department's Office Associate, in several ways. This list below includes several *possible* activities; however, individual internship experiences will be negotiated among Dr. Young, Ms. Cato, and the current intern.

- Maintain existing social media accounts and increase activity (i.e., Facebook, Twitter, and Instagram)
- Integrate the department's social media, website, and print materials to create a cohesive departmental identity
- Maintain departmental website using OUCampus (training will be provided)
  - Edit and post photos and text
  - Manage/update individual pages
  - Develop or expand Alumni Profile page (refer to next bullet point for more information)
- Compile and post departmental alumni profiles for the website (refer to <http://www.wku.edu/english/alumni/profiles.php> for examples created by Dr. Jones' spring 2015 Editing and Publishing course and subsequent interns)
- Assist with marketing initiatives for the department:
  - Recruiting brochures and materials
  - Alumni connections
  - Communication with patrons, donors, and audiences
- Complete general office tasks as needed
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

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\* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



## Internship Position Announcement Office of Scholar Development

<http://www.wku.edu/osd>

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**Contact** (for information about this specific internship):

*Dr. Melinda Grimsley-Smith* (Coordinator of International Scholarships), [osd@wku.edu](mailto:osd@wku.edu)

**Contact** (for information about the WKU Department of English's internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

**Duration:** Intern(s) must be available throughout the semester to advise scholarship/internship applicants.

**Qualifications:**

- Strong proofreading and editing skills.
- Interest in learning the genre of scholarship essays and related materials.
- Interest in mentoring students one-on-one.

**Responsibilities:**

Interns meet with fellow students (generally first- and second-years) and advise them on the content and form of application materials for nationally competitive programs.

- Maintain office hours (10 hours/week) for student meetings. Office space is provided.
- Build knowledge of application requirements and funding agency priorities.
- Read and provide comments on applicant materials, with attention to large-scale (ideas) and small-scale (grammar/syntax/tone) components.
- Enroll in and complete one of the appropriate internship courses, earning 3 hours of internship credit:
  - ENG 369, the English Department's internship course. \*
  - HON 275, the Honors College's internship course. (Note: HON 275 requires Honors eligibility or a 3.2 overall GPA.) \*\*

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\* To review a syllabus for ENG 369, the English Department internship course conducted through Blackboard, see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.

\*\* To review information about HON 275, the Honors College's internship course, see the internship section of the website: <http://www.wku.edu/honors/forms/internships.php>



## Internship Position Announcement Professional Writing Program Social Media Marketing

<http://www.wku.edu/english/professional-writing>

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**Contact** (for information about the internship position itself):

*Prof. Daniel Liddle*, CH 7K, [daniel.liddle@wku.edu](mailto:daniel.liddle@wku.edu)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

**Duration:** Intern(s) must be available throughout the semester and will work 8–12 hours per week to develop and research best marketing strategies for the Professional Writing program, edit social media sites and other documents, and complete related tasks.

### **Responsibilities:**

Intern(s) collaborate with Professor Liddle to help market the Professional Writing Program (PWP) to future students. In essence, the PWP intern will help PWP faculty figure out what story we want to tell potential students about the program and how to best tell that story.

Accordingly, the list below includes several *possible* activities; individual internship experiences are negotiated each semester between Professor Liddle and the intern. Enrolling in ENG 369, however, is required.

- Research and develop a comprehensive marketing plan for the Professional Writing Program:
  - Assess the effectiveness of existing social media strategy.
  - Maintain existing social media accounts (e.g., Facebook and Instagram)
  - Increase social media reach and/or presence (YouTube, Snapchat)
  - Integrate program's social media platforms with English department's social media platforms
  - Survey social media platforms for innovative strategies for marketing PW to desired audiences
- Maintain program bulletin board and shadowbox
  - develop and maintain visual design
  - manage, edit, and update individual or area sections
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

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\* To review a syllabus for ENG 369, the internship course conducted through Blackboard, see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



## Internship Position Announcement

# Production Office and Social Media Coordinator for Noisy Philistine Films

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**Contact** (for information about the internship position):

*Dr. Jerod Ra'Del Hollyfield, CH 114, [jerod.hollyfield@wku.edu](mailto:jerod.hollyfield@wku.edu)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)*

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>

**Duration:** The intern will devote 8–12 hours per week to his or her internship (including the time to complete coursework for ENG 369, the internship course).

### Qualifications:

- Strong organizational and communication skills.
- Solid understanding of standard written English grammar and punctuation.
- Interest in movies and the film industry.
- Proficiency in using social media platforms, especially Facebook, Twitter, Instagram, and WordPress.
- Interest in web design and online writing.
- Experience with Adobe Creative Suites a plus.

### Responsibilities:

This intern assists Dr. Hollyfield on several projects related to his production company, Noisy Philistine Films. In addition to acting as liaison for festival screenings and the online release of the short films “Goodfriends” and “A Dream Come True,” the intern will also collaborate with Dr. Hollyfield on the films’ social media campaign to raise awareness about the disabilities they depict. Also, interns will have the opportunity to gain experience in film production as they work with Dr. Hollyfield on preproduction activities for the feature version of “Goodfriends,” budgeting and preproduction on an upcoming feature film shooting in Nashville in the coming months, and smaller projects such as commercials, short documentaries, music videos, and a talk show in the Southern Kentucky and Nashville areas. Enrolling in ENG 369 is required, and specific potential internship activities include these:

- Social media coordination and blog writing.
- Basic web design.
- Collaboration with an online “lookbook” to showcase the feature.
- Assistance with creating and revising the feature film’s budget.
- Communication with film festival staff, distributors, and other film professionals.
- Management of media inquiries and interviews.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

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\* To review a syllabus for ENG 369, the internship course conducted through Blackboard, see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.