



## 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  
[hr@wheelerbroadcasting.com](mailto:hr@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



## Mel Wheeler Inc. Intern Application

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 ISSUED _____		BUSINESS MACHINES, WORD/DATA PROCESSING EQUIPMENT YOU CAN OPERATE?				ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.? YES NO	
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.							

<i>LIST SCHOOL HISTORY BELOW</i>					
HIGH SCHOOL	LOCATION(S)	COLLEGE(S)	FROM MO / YR	TO MO / YR	MAJOR
<i>EMPLOYMENT HISTORY. List all employment, starting with your most current employment.</i>					
EMPLOYER/CITY,STATE	FROM MO. / YR	TO MO. / YR	POSITION		REASON FOR LEAVING
<i>THREE REFERENCES – NAME, RELATIONSHIP, CONTACT PHONE NUMBER</i>					
<p><b>PLEASE ATTACH A 250-WORD ESSAY ON THE FOLLOWING TOPIC:</b>  <b>DESCRIBE YOUR REASONS FOR WANTING A BROADCASTING CAREER AND DISCUSS YOUR QUALIFICATIONS TO BE IN RADIO BROADCASTING OR ENGINEERING.</b></p>					

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