



**BROWN BOX  
TELEVISION**

## **INTERNSHIP OPPORTUNITIES**

Brown Box Television offers free culturally-diverse programming. Brown Box TV is powered by an award-winning team of television producers and creatives to deliver rich and engaging entertainment television that reflects people, interests and customs from all over the world.

Developed by minorities for minorities, and for those interested in learning about diverse cultures, we create a conscious experience offering cultural connectedness where stories are discovered, courageous conversations occur, and truth can be revealed.

**CLICK AREA OF INTEREST TO VIEW  
INTERNSHIP REQUIREMENTS**

**Business Analyst**

**Communications**

Graphic Design/Digital Media

**Journalism**

**Marketing**

**Production**

## **Business Analyst Intern**

For consideration, please submit requirements:

Fall 2021 applicants — **Sept. 30th**

Spring 2022 applicants — **Dec. 17th**

Summer applicants — **April 30th**

**Send to Human Resources**

[info@brownboxtv.com](mailto:info@brownboxtv.com)

**Please submit the following items:**

1. Resume
2. Cover Letter
3. Unofficial Transcript

**Position:** Business Analyst Intern

**Start Date:** TBD (Remote)

**Hours:** Part-time, Flexible

**Compensation:** Unpaid internship, college credit available

**Organization Summary**

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

**Position Summary**

Brown Box Television is seeking motivated undergraduate-level Business Analyst interns. The ideal candidate is ready to apply knowledge of business practices and processes in a fast-paced, real-world environment. The intern will assist in writing reports, conducting research, analyzing data, and making recommendations to improve effectiveness and efficiency. This will be a valuable experience for any student pursuing a career in Business Administration.

**Responsibilities**

- Support business team in launching new initiative.
- Work with business team to analyze goals, objectives, and needs
- Perform research and analysis in support of operations
- Assist in developing cost and benefit analysis for network operations
- May perform additional projects upon request

**Qualifications**

- Working toward a college degree in Business Administration or related major
- Excellent critical thinking and problem-solving skills
- Detail-oriented with strong organizational skills
- Knowledgeable of Microsoft Office Suites
- Genuine enthusiasm to support the overall success of Brown Box Television
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Possess excellent written and oral communication and interpersonal skills

## Communications Intern

For consideration, please submit requirements:

Fall semester applicants — **Sept. 30th**  
Spring semester applicants — **Dec. 17th**  
Summer applicants — **April 30th**

**Send to Human Resources**  
[info@brownboxtv.com](mailto:info@brownboxtv.com)

### **Please submit the following items:**

1. Resume
2. Cover Letter
3. Unofficial Transcript

**Position:** Communications Intern

**Start Date:** TBD (Remote)

**Hours:** Part-time, Flexible

**Compensation:** Unpaid internship, college credit available

### **Organization Summary**

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

### **Position Summary**

Brown Box Television is seeking motivated undergraduate-level Communications interns. The Brown Box Television Communications Internship is a professional skills internship to assist the Communications/ Marketing Manager in implementing organizational communications strategies. The Communications Intern will work independently and,

in a team, to fulfill organizational goals and initiatives related to programming and events.

### **Responsibilities**

- Assist in planning, writing and managing e-blasts and e-newsletters
- Update and maintain Brown Box TV social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates to provide input for creative strategies and social media campaigns
- Manage editorial and event calendars
- Assist with event management
- Assist with outreach to other media outlets
- Collaborate with staff on new ideas, directions, and tools for marketing and communication

### **Qualifications**

- Working toward a college degree (sophomore level and up), preferably in a related major(e.g., English, Marketing/Communications, Advertising or Public Relations)
- Possess excellent written and oral communication and interpersonal skills
- Firm grasp of social media tools and platforms including Facebook, Instagram, LinkedIn, Twitter, etc.
- Understanding of the basic principles of public relations and/or marketing
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Previous internship or related experience in communications a plus
- Genuine enthusiasm for creating compelling marketing materials to support Brown Box Television programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the organization's mission

## **Graphic Design /Digital Media Intern**

For consideration, please submit requirements:

Fall semester applicants — **Sept. 30th**  
Spring semester applicants — **Dec. 17th**  
Summer applicants — **April 30th**

**Send to Human Resources**  
[info@brownboxtv.com](mailto:info@brownboxtv.com)

### **Please submit the following items:**

1. Resume
2. Cover Letter
3. Unofficial Transcript
4. (3) References [2 School Professors, 1 Personal]

**Position:** Graphic Design/Digital Media Intern  
**Start Date:** TBD (Remote)  
**Hours:** Part-time, Flexible  
**Compensation:** Unpaid internship, college credit available

### **Organization Summary**

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

### **Position Summary**

Brown Box Television is seeking motivated undergraduate-level Graphic Design/Digital Media interns. This Internship is a professional skills internship providing support for the marketing department through a variety of channels, print, digital, web, social media, video and other as assigned. The Graphic Design/Digital Media Intern

will report to the Chief Creative Officer and will assist with the development and design of core Brown Box Television graphics, logos, collateral event materials and a variety of other creative tasks as assigned. The Graphic Design/ Digital Media Intern will also be assigned various website updates utilizing Wordpress.

### **Responsibilities**

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadline
- Retouch and manipulate images
- Use graphic design software and work with a wide variety of media
- Collaborate with the Chief Creative Officer and Design Manager to develop design concepts, receive feedback and make necessary changes
- Assemble final presentation material for printing, web as needed

### **Qualifications**

- Working toward a college degree, junior and senior level, in Graphic Design or related major
- Minimum GPA of 2.8 or better in major
- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Experience with InDesign, Adobe Photoshop, and Illustrator
- Strong creative and analytical skills
- Compelling portfolio of graphic design work
- Genuine enthusiasm for creating compelling marketing materials to support Brown Box Television programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the Brown Box Television mission

## **Journalism Intern**

For consideration, please submit requirements:

Fall semester applicants — **Sept. 30th**  
Spring semester applicants — **Dec. 17th**  
Summer applicants — **April 30th**

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[info@brownboxtv.com](mailto:info@brownboxtv.com)

### **Please submit the following items:**

1. Resume
2. Cover Letter
3. Unofficial Transcript
4. Writing Sample is a plus

**Position:** Journalism Intern

**Start Date:** TBD (Remote)

**Hours:** Part-time, Flexible

**Compensation:** Unpaid internship, college credit available

### **Organization Summary**

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

### **Position Summary**

Brown Box Television is seeking motivated undergraduate-level journalism interns. The ideal candidates must be forward-thinking and possess a strong knowledge and understanding of the digital media landscape, including various social media website functionalities. Interns for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team.

### **Responsibilities**

- Participate in content development meetings and editorial planning
- Research, write, and edit content and video features for variety of communication channels including television, social media, website, blogs, press releases, and show descriptions
- Collaborate on podcasts or other multimedia projects
- Assist with interviewing influencers and music artists
- Lead high-value projects such as organizing photo shoots and assisting with the image approval process

### **Qualifications**

- Working towards a Bachelor's degree in Journalism, Public Relations, English, or Business Communications.
- Strong organizational and communication skills with keen attention to detail and problem-solving skills
- Ability to write effective copy, excelling in correct spelling, punctuation, and grammar.
- Performs well in environment that values creativity, flexibility, and variety
- Genuine enthusiasm for creating compelling written materials to support Brown Box Television programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team

### Marketing Intern

For consideration, please submit requirements:

Fall semester applicants — **Sept. 30th**  
Spring semester applicants — **Dec. 17th**  
Summer applicants — **April 30th**

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**Position:** Marketing Intern

**Start Date:** TBD (Remote)

**Hours:** Part-time, Flexible

**Compensation:** Unpaid internship, college credit available

**Organization Summary**

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

**Position Summary**

Brown Box Television is seeking motivated undergraduate-level Marketing interns. As a marketing intern, you will collaborate with our marketing and advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our

marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment.

**Responsibilities**

- Collect quantitative and qualitative data from marketing campaigns
- Assist in marketing and advertising promotional activities (e.g. social media and web)
- Prepare promotional presentations to be distributed to targeted audiences
- Manage and update company database and customer relationship management systems (CRM)
- Support the marketing team in daily administrative tasks

**Qualifications**

- Working toward a college degree in Marketing or related major
- Passion for the marketing industry and its best practices
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google AdWords)
- Genuine enthusiasm for creating compelling, creative marketing materials to support Brown Box Television programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Possess excellent written and oral communication and interpersonal skills



### Production Intern

For consideration, please submit requirements:

Fall semester applicants — **Sept. 30th**

Spring semester applicants — **Dec. 17th**

Summer applicants — **April 30th**

#### Send to Human Resources

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#### Please submit the following items:

1. Resume
2. Cover Letter
3. Unofficial Transcript

**Position:** Production Intern

**Start Date:** TBD (Remote)

**Hours:** Part-time, Flexible

**Compensation:** Unpaid internship, college credit available

#### Organization Summary

Brown Box Television offers free culturally diverse programming. We are powered by an award-winning team of television producers and creatives and delivers rich and engaging entertainment television that is global and reflects people, interests and customs from all over the world. Developed by minorities for all minorities, and those interested in learning about diverse cultures, we create a conscious experience that offers cultural connectedness of topics, issues and ideas where stories are discovered, courageous conversations can occur, and truth can be revealed.

#### Position Summary

Brown Box Television is seeking motivated undergraduate-level Production interns. Join our team as a production intern and put your creative skills to work as you work in multiple areas of the production process. You will exercise your multitasking abilities as you assist in developing ideas, filming, editing, lighting, conducting research, and other duties as assigned. You will have the opportunity to build relationships in the industry to strengthen your chances of finding employment upon graduation while also having an amazing experience as part of our production staff.

#### Responsibilities

- Support production staff in developing relevant stories for television
- Research topics using a variety of sources, including video archives, the internet, library archives and others as needed
- Communicate with writers, directors, managers and other members of staff to ensure a smoothly run project
- Support staff by answering phones, taking detailed notes during meetings, inputting data into the computer and performing other tasks as required.
- Run errands such as purchasing supplies, props, equipment, food and other necessary items for the project
- Assist producers with editing video content that adhere to company guidelines and standards to share on online channels, including social media and YouTube
- Provide assistance as needed in all components of the production, including sound, lighting, camera, editing and postproduction
- Perform other duties as requested by staff to ensure all necessary tasks are performed in a proficient manner that adheres to the quality expected from the company

#### Qualifications

- Working toward a college degree (junior level and up), in Production, TV/Film or related major
- Must be computer literate (working knowledge of Adobe Pro CC word processing, and PowerPoint is a plus.
- Previous internship or related experience in production is a plus
- Genuine enthusiasm for creating compelling TV materials to support Brown Box Television programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the organization's mission