



Production Intern Job Description & Application

Falmouth Community Television (FCTV) is a nonprofit community media center that fosters the production and distribution of local information. FCTV provides access to training, technology, and content to encourage community dialogue, awareness, and expression.

Falmouth Community Television is an independent, nonprofit 501(c)(3) membership-based organization.

Title: Production Intern **Job level:** Unpaid Internship, School Credit Optional (Recommended) **Hours per week:** Minimum 10 hours per week **Supervised by:** Allen Russell

Job Description Summary: FCTV's Summer Intern will assist in the production of FCTV Exclusives, short news stories to be cablecast on FCTV's Public Channel, as well as assist with various FCTV productions, including: Falmouth in Focus, Falmouth Road Race, and other events or meetings around town. Interns may also assist with youth programs, production seminars, and member productions. This internship is an excellent opportunity for those interested in a career in Television to improve their video production skills, build valuable relationships with people in the industry, and develop a well curated demo reel of exclusive content.

Education and/or Experience: Some experience with video production desired, including camera, audio and lighting equipment. Some nonlinear editing experience is a plus. Seeking well-organized and self-motivated individuals with a desire to learn and work hard. Reliable Transportation is required.

Physical Demands: Some lifting may be required. **To apply, please send resume, cover letter (optional), demo reel and completed application to:** Allen Russell, Production and Education Manager, Allen@fctv.org

Applications are due by MARCH 13, 2026. Up to 4 applicants will be selected for Summer Internships. All applicants will be notified of final decisions by May 1, 2026.



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Intern Application Form (Page 1 of 3)

Name: _____
 LAST NAME **FIRST NAME** **M.I. (IF ANY)**

Major or Area of Study: _____

Home Address: _____
 (Street Number & Address &/or Apt. Number)

 (City, State & Zip Code)

Home Phone Number: _____ **Cell Phone Number** _____
 (With Area Code) (With Area Code)

College Address: _____
 (Street Number & Address for Correspondence)

 (City, State & Zip Code)

Your College Phone Number: _____
 (With Area Code)

University/College of Enrollment: _____

(MAILING ADDRESS)

(PHONE NUMBER & AREA CODE)

Current University/College Advisor: _____

 (Include Phone Number & Area Code)

Email Address: _____

Falmouth Community Television



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Do you have any medical conditions or ailments, or are you on any kind of special medication that might prevent you from doing any type of work?

(Please be specific & explain): _____

In the event of an emergency, who should we notify? _____

(Phone Number, Address, & Relationship to you)

Please list all requirements & guidelines listed by your University/College for completion of the proposed Internship at FCTV: _____



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List Any Special Training or Skills: _____

DO NOT WRITE BELOW THIS SECTION

APPROVED: _____ **INTERNSHIP START DATE:** _____

INTERNSHIP END DATE: _____ **STAFF INITIALS:** _____

DISAPPROVED: _____

STATE REASON OR REASONS FOR DISAPPROVAL: _____
