



## **PALM BEACH COUNTY FILM & TELEVISION COMMISSION'S INTERNSHIP PROGRAM OUTLINE**

### **PURPOSE:**

The parameters for this program are very broad in order to accommodate the largest number of individuals in Palm Beach County. This program is designed to benefit the participants and Palm Beach County's film & television community at large, both educationally and professionally, by doing the following:

1. Providing local education and instruction, exposure to prospective employers, and supervised training, experience, and professional opportunities within the film and television industry.
2. Creating a strong, talented, and dependable labor pool for the film and television industry in Palm Beach County.

### **REQUIREMENTS:**

To qualify for this program, candidates need to be:

1. A high school graduate, or if the candidate is still in high school, a letter of recommendation from a current instructor affiliated with the student's film/television production program must accompany the application. If applicant is still in High School the applicant's parent or guardian must sign the application and attend an interview with the Film Commissioner.
2. A resident of Palm Beach County.
3. If not a resident, a full time student at a local Community College/University.
4. An unemployed professional who is affiliated with a film and/or television professional association.

Working knowledge of computers is preferred and knowledge of Windows is recommended.

### **GOALS:**

1. To assist in the provision of practical training and experiences otherwise unobtainable either in the classroom setting or in the local job market.
2. To fill the needs of prospective employers who will only consider applicants with previous experience.

## PROGRAM DESCRIPTION:

The program is divided into two-phases and offers qualified candidates non-paid temporary positions similar to those provided as part of a vocational school credit.

**Phase-I** is **240 hours** consisting of twelve (12), twenty (20) hour weeks and will be conducted in the Film & Television Commission (FTC) office. The candidate will be offered a morning (10:00a-2:00p) or an afternoon (1:00p-5:00p) shift. Candidates will work under close supervision and observation of the Film Commission staff (Film Commissioner, Director of Operations & Programs, Production Manager, Locations Manager and Production Coordinator) and receive practical experience and training in providing services to the film and television industry. During this time, it is expected the intern will become acquainted with the resources available to film professionals in the area, government regulations regarding permitting and insurance, and typical film commission activities and policies. Among other matters, participants will be trained in the operations of the FTC, perform special research projects, and be introduced to day to day issues involved in the industry.

**Phase-II** is 240 hours consisting of twelve (12), twenty (20) hour weeks and will commence with the intern interviewing at his choice of prospective sponsors in the business community. The FTC will assist with preparing the intern to meet and interview with these sponsors, including resume and letter preparation, interview skills and follow-up. It will be the sponsoring organization's decision to accept or decline the applicant.

## REGARDING BOTH PHASES:

During **Phase-I**, twenty (20) hours per week for twelve (12) weeks of training and educational experiences are expected. On a case-by-case basis, interns may be given permission to alter the amount of hours/weeks in the FTC office to accommodate a work or school schedule. The schedule for the required twenty hours per week during **Phase-II** would be determined by the sponsor's needs. The training, experiences, and work assignments provided will be at the discretion of the sponsor, but will be approved by the FTC. **Qualified candidates are not entitled to wages or other compensation during the program.** Course credit may be available, please discuss with the FTC.

## EVALUATION:

Upon completion of **Phase-II**, the candidate will return for a final evaluation by the FTC. At that time, permanent employment opportunities may be discussed if offered by the sponsoring organization. Participants should not expect to be given a permanent position with the company at the conclusion of the program.

For additional information regarding the internship program please call 561.233.1000.

## APPLICATION FOR INTERNSHIP

The Palm Beach County Film & Television Commission is helping our community find internships in the film television industry locally. This application is for a non-paid position and does not guarantee future employment.

PLEASE PRINT

Applicant Name: \_\_\_\_\_ Applicant Date of Birth:     /     /

Referred by: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Are you presently in school? Yes \_\_\_ No \_\_\_ If so, please complete information below:

School: \_\_\_\_\_

Major: \_\_\_\_\_

Year: \_\_\_\_\_

GPA: \_\_\_\_\_

As a prospective applicant, what type of placement(s) are you interested in? Please list any general areas of career interest.

Have you had any industry skills/experiences relevant to the position? (e.g. prior jobs, internships, etc.) If so, please explain.

Do you have any technical experience? If so, what type of equipment have you worked with?

What other skills do you possess that would be an asset in this internship (i.e. computer skills)?

References (Please list three *professional* references, with whom you are not related and you have known for at least one year. Please note, friends are NOT professional references):

Name \_\_\_\_\_ Telephone number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone number \_\_\_\_\_ Relationship \_\_\_\_\_

Time period preference (put a "1" next to your first preference, "2" next to your second):

\_\_\_\_\_ 10:00am – 2:00pm

\_\_\_\_\_ 1:00pm – 5:00pm

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian

For High School Applicants Only \_\_\_\_\_

Date \_\_\_\_\_

YES, If the FTC internship program is filled to capacity, I give permission to forward my application and resume to local production companies who offer internship opportunities. I fully understand that the FTC is not the responsible party for any internship or other opportunities which may arise out of the FTC forwarding on my information. PLEASE NOTE: If box is left unchecked applications, will not be forwarded.

**Additional Requirements/Instructions/Notes: Please attach your resume and a short, type written letter addressing why you would like to intern at the Palm Beach County Film & Television Commission, what your short-term and long-term goals are and what you hope to achieve from the internship. Applications submitted without a cover letter will not be accepted.**

**INTERN COMPENSATION DISCLAIMER**

**TO:** Palm Beach County Film & Television Commission

**FROM:** \_\_\_\_\_  
Name of Participating Intern

**RE: INTERNSHIP PROGRAM**

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I, \_\_\_\_\_, have agreed to participate in the Palm Beach County Film & Television Commission (FTC) Internship Program.

I prefer to volunteer at the FTC office for the following time periods. I will be notified by the FTC at the time of my interview as to the availability of this time period. When a time period has been agreed upon, I accept the commitment that I am required to volunteer for these hours.

10:00a.m.-2:00p.m.	1:00p.m.-5:00p.m.
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**ASSIGNED TIME:**

Interns are expected to arrive on time and work the entire time assigned. There may be times when you will be asked to extend your shift or to change the time of your work schedule for a specific project. You are not permitted to change your schedule without discussing the change with the Production Manager. If you require time off, you will be expected to submit a written request to the Production Manager. If you are ill, you are expected to contact the FTC by telephone. *Please make sure you speak directly with a member of the office staff.* You will have the same days off as the office staff according to County Personnel Rules and Regulations. If you are going to be late, a courtesy call is expected.

**ASSISTANCE TO TOURIST DEVELOPMENT COUNCIL STAFF:**

Interns are also expected to assist the Tourist Development Council staff when requested to do so. This often will involve faxing information or copying materials on a short notice. Interns are to answer the Tourist Development Council telephone lines when asked to do so as well as Film & Television Commission lines.

**DRESS CODE:**

The Palm Beach County Film & Television Commission is a County government agency and operates as a public service entity. Since it is a professional office, the interns are expected to dress appropriately. Women are to wear proper office attire; no shorts, blue jeans or t-shirts. Men are expected to wear a shirt and tie. No shorts, blue jeans or t-shirts. You are expected to dress in a professional manner. If you have to question it don't wear it!

My Internship start date is \_\_\_\_\_ and expires \_\_\_\_\_ (period of twelve weeks for Phase-I).

I understand there is **no financial compensation** for the period for which I have volunteered. I also understand there is no guarantee of employment with Palm Beach County government or any business participating in the Internship Program.

Signature of the Applicant \_\_\_\_\_ Date \_\_\_\_\_