



**Shaw TV  
VOLUNTEER (Intern / Practicum / Work Experience) PROGRAM**

**Purpose**

To provide a secure, varied, flexible and fun learning environment for the skills development of committed participants within the framework of the dynamic production needs of Shaw TV.

**Program outline**

**Application process, orientation + training:**

Applications are accepted on an ongoing basis and for the scheduled orientation + training sessions which are offered twice a year or as needed. Some applicants with previous training and/or experience may be provided with a volunteer assignment on a more immediate basis as per production requirements.

**Public Affairs (council/school board) productions:**

- staff training + mentoring; basic camera, audio, switching + graphics and additional opportunities as available/assigned (mobile, in-house)

**The Mayor's Report production:**

- current volunteer + staff training + mentoring; studio camera, floor directing, some graphics and additional opportunities as available/assigned (studio based)

**Studio 4 production:**

- current volunteer training + staff mentoring; studio camera, floor directing, teleprompter, and additional opportunities as available/assigned (studio based)

**Urban Rush (UR) production:**

- current volunteer training + staff mentoring; studio camera and additional opportunities as available/assigned (studio based)

**The Express** (internship partnering with B.C.I.T.):

- staff mentoring; EFP camera, post, reporting, and additional opportunities as available/assigned (EFP-electronic field production)

**Our Commitment**

The Shaw TV volunteer/intern program is designed to provide each participant with a progressive range of current Shaw TV production experiences, if desired, where appropriate, and to be determined on a case-by-case basis. Applicant placement and continued involvement in the program is at the discretion of the show producer(s) and/or crew co-coordinator(s).

**Disclaimer:**

Since we are currently receiving more applications  
than we have available placement positions,  
we regret that we many not be able to place all interested applicants  
in the short or longer term.



**VOLUNTEER (INTERN / Practicum / Work Experience) OPPORTUNITIES  
with SHAW TV**

Shaw TV offers selected applicants opportunities in studio, mobile and on location (EFP) productions in a variety of positions including camera, floor-director, teleprompter, production assistant, VTR, graphics, research assistant etc. Whether you are pursuing a career in television or looking for a challenging extra curricular activity or hobby, whether you have production experience or not, we have something you'll be interested in.

**(evenings – weekly/bi-weekly) Public Affairs - council + school board meetings**

- on location
- may be 'live' or taped
- production is via mobile, in house, or robotic
- placements available throughout the lower mainland: Coquitlam, Maple Ridge, New Westminster, Pitt Meadows, Port Coquitlam, Port Moody, and White Rock
- generally Monday and Tuesday evenings
- **crew call is generally 5-11pm on location for setup**

*Experience is an asset but is not required. This is your opportunity to develop basic production skills and a track record of performance to move to additional production opportunities with Shaw TV. **Seasonal commitment (once a week for 3-6months).***

**(daytime – weekdays) Studio 4**

- 'live' (9am-10am) studio production
- **crew call generally 7:30-10:30am**

*Experience is generally required. **Commitment for minimum 40 shows; 3-5 days per week.***

**(daytime - weekdays) Urban Rush**

- studio production
- **crew call generally 10:30am-2:00pm**

*Experience is required. **Commitment for minimum of 3days a week for 2-3 months.***

**(various: weekdays / evenings / weekends) The Express**

- on location (EFP-electronic field production)

*Please contact B.C.I.T. instructor for information. **As assigned.***

updated January 2009



Shaw TV

VOLUNTEER (Intern / Practicum / Work Experience) PLACEMENT OPPORTUNITIES  
INFORMATION FORM (2009)

Please complete + return to Shaw along with a resume + two signed letters of reference.

please **PRINT** clearly!

Name \_\_\_\_\_

Email: \_\_\_\_\_

Home Address \_\_\_\_\_

Voicemail ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_

Cellular (\_\_\_\_) \_\_\_\_\_ Pager (\_\_\_\_) \_\_\_\_\_

Transportation: I will be using \_\_\_\_\_ car \_\_\_\_\_ public transit

I am interested in volunteering for (check one):

Hobby/extracurricular activity \_\_\_\_\_ Career purposes \_\_\_\_\_ School project \_\_\_\_\_

\_\_\_\_\_ I have **no** television production experience / training (but I'm a keener!)

\_\_\_\_\_ I **have television production** experience/training/expertise (specify).

\_\_\_\_\_

Where did you receive your training ? \_\_\_\_\_

Please note that **you will generally begin your volunteer placement on camera.**

Please indicate your interest in additional production areas:

\_\_\_\_\_ audio \_\_\_\_\_ switching \_\_\_\_\_ graphics

Other (please indicate) \_\_\_\_\_

## VOLUNTEER (Intern / Practicum / Work Experience) PLACEMENT OPPORTUNITIES

If you would like to join our Volunteer/Intern Program, please confirm that you are able to commit to a **minimum 3month placement**.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate whether you have any physical or medical condition that would prevent you from carrying out the physical requirements of the job or that would pose a hazard to yourself or others?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Please note:**

- you will generally 'shadow' prior to assignment of specific production related training/duties
- there is a brief (generally up to 3weeks) probationary period prior to confirmation of specific production duties

**Please indicate specific interest based on:  
your training and/or experience  
your availability – daytime or evening  
your ability to drive/transit to location(s)**

**Your may commit to more than one placement.**

**Please indicate 1st, 2nd, and 3rd preferred choices.**

Please note that all projected schedules are subject to change.

### Placement Opportunities - evenings

#### **Public Affairs**

Council + School Board Productions (mobile or in-house)  
Generally meet on location @ city hall or school board facilities

#### ***No training/experience required***

Minimum 3months  
(crew call: 5pm-11pm approx.)

- \_\_\_\_\_ Coquitlam (1st + 3rd Monday)
- \_\_\_\_\_ Maple Ridge (2nd + 4th Tuesday)
- \_\_\_\_\_ New Westminster (3 Mondays-dates tbc)
- \_\_\_\_\_ Pitt Meadows (1st + 3rd Tuesday)
- \_\_\_\_\_ Port Coquitlam (2nd + 4th Monday)
- \_\_\_\_\_ Port Moody (2nd + 4th Tuesday)

**VOLUNTEER (Intern / Practicum / Work Experience) PLACEMENT OPPORTUNITIES**

Please note that all projected schedules are subject to change.

**The following productions are taped @ our Vancouver Studios @ 900 - 1067 West Cordova and generally require some training and/or experience:**

Placement Opportunities – daytime (weekdays)

**Studio 4** (live-studio)

***Training/experience generally required***

Minimum 3days per week for 3months, or equivalent

(crew call weekdays (M-F) as determined-generally 7:30-10:30am)

\_\_\_\_\_ I have experience/training + am available as indicated

Placement Opportunities – daytime(weekdays)

**Urban Rush** (taped-studio)

***Training/experience generally required***

Minimum 3days per week for 3months, or equivalent

(crew call weekdays (M-F) as determined-generally 10:30am-2:00pm)

\_\_\_\_\_ I have experience/training + am available as indicated

Please note that Shaw TV's The Express co-ordinates an internship program via the British Columbia Institute of Technology (B.C.I.T.).  
If you are currently attending B.C.I.T., please contact your instructor for further information.

**Please confirm legal status in Canada (copy of documentation is not required), i.e. citizen, student visa, work permit etc.**

**Canadian citizen** \_\_\_\_\_ **Yes**

**Legal status – other (please specify)** \_\_\_\_\_

**Documentation Expiry Date** \_\_\_\_\_

**Disclaimer:**

Shaw TV conducts a minimum of two orientation + training sessions annually and accepts volunteer applications on an ongoing basis throughout the year.

Since we are currently receiving more applications than we have available placement positions, we regret that we many not be able to place all interested applicants in the short or longer term.

Background check: A background check is required for all applicants placed in the Shaw TV volunteer/intern program.

Cancellation of volunteer privileges: Shaw reserves the right to discontinue volunteer privileges at any time, with or without cause.

Reference letters will be accepted from someone who has supervised or managed your work in a paid or unpaid position (i.e. employer, teacher, volunteer supervisor etc.).

**Please submit two (2) SIGNED reference LETTERS.**

Please submit the following OVERVIEW regarding your references:

**Reference 1:**

Name (please spell first + last name clearly – ensure accuracy)

\_\_\_\_\_

Organization / company name \_\_\_\_\_

Job title of reference \_\_\_\_\_

Contact info (please ensure accuracy of email address):

Email \_\_\_\_\_

Backup Phone # (work) \_\_\_\_\_

**Reference 2:**

Name (please spell first + last name clearly – ensure accuracy)

\_\_\_\_\_

Organization / company name \_\_\_\_\_

Job title of reference \_\_\_\_\_

Contact info (please ensure accuracy of email address):

Email \_\_\_\_\_

Backup Phone # (work) \_\_\_\_\_

**Thank you for your interest in volunteering with Shaw TV!**