

*The Rick and  
Bubba Show  
Internship  
Application  
Packet*

*rickandbubba.com*

*Dear Intern Applicant:*

*Thank you for your interest in the Rick and Bubba Show Internship Program. Our internship program offers a unique and exciting opportunity to experience the day-to-day activities of the radio and television show.*

This program will enable you to:

- Receive hands-on education and training on the planning, coordination and execution of the radio business.*
- Establish industry contacts and relationships for your future network*
- Become better informed on the day-to-day operations of running a commercial radio station.*
- Become inspired on the effectiveness and influence of radio in the public community*
- Receive educational/college credit earned towards your degree*

Internships are offered year round and are divided into quarterly sessions. These internships are available to students fulfilling the following requirements:

- Student must be at least 18 years of age*
- Have an interest in broadcasting*
- Enrolled in a local college or university program for the specific purpose of gaining school credits toward a degree*
- Ability to commute at specified times to the station*
- Dress appropriate for professional work environment*
- Possess a positive and professional attitude*

## **Application Checklist**

To apply for a position in The Rick and Bubba Show Internship Program please submit the following completed materials:

- 1. Internship Application Form*
- 2. Intern Interest Form*
- 3. Internship Availability Form*
- 4. Internship Agreement*
- 5. Internship Program Confidentiality Clause*
- 6. Current Resume*

All items should be sent to: *Michael “Helmsey” Helms at helmsey@rickandbubba.com*

**NOTE:** All materials must be submitted to the person indicated above and must be included at the time of application, or your application will not be processed. If your application is accepted, you will be contacted for an interview.

## **Internship Application**

### **PERSONAL INFORMATION**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_ Last Name: \_\_\_\_\_

Address: Street Address Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

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

Guardian's Name: \_\_\_\_\_

Address: Street Address Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_ Alternate Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

### **SCHOOL INFORMATION**

School Currently Attending: \_\_\_\_\_

Address: Street Address Apartment/Unit#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

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

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Enrollment Status : \_\_\_\_\_

### **EMERGENCY CONTACT**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_ Last Name: \_\_\_\_\_

Address: Street Address Apartment/Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

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

Relationship: \_\_\_\_\_

***Internship Interest Form***

Circle your areas of interest by ranking them from 1-5 with 1 being of most importance to you and 5 being least of least importance to you.

- General Administration: 1 2 3 4 5
- Engineering: 1 2 3 4 5
- Programming Department: 1 2 3 4 5
- Production: 1 2 3 4 5
- Marketing and Promotions Department: 1 2 3 4 5
- Sales Department: 1 2 3 4 5
- On-Air Talent: 1 2 3 4 5
- Information Technology: 1 2 3 4 5

List school/college courses taken applicable to your main area of interest:

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**Internship Availability Form**

Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Finish Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*(Put a check next to the days of the week you will be available)*

MONDAY: \_\_\_\_\_

TUESDAY: \_\_\_\_\_

WEDNESDAY: \_\_\_\_\_

THURSDAY: \_\_\_\_\_

FRIDAY: \_\_\_\_\_

*The show is aired live Monday-Friday from 5:00am - 10:00am central time. Post show production is completed from 10:10am - 10:30am central time.*

***(MUST BE ABLE TO INTERN AT LEAST 10 HOURS TOTAL PER WEEK)***

**Internship Agreement**

I, \_\_\_\_\_ hereby request that the Rick and Bubba Show allow me to participate in their internship program. I acknowledge that, if I am accepted, I will not be an employee or an agent of Rick and Bubba Inc, but will act solely as an unpaid intern, gaining college credit and experience exclusively for my own benefit, and will not represent to any party that I am an employee.

In consideration of the opportunity to acquire such experience, I do hereby release, hold harmless and forever discharge The Rick and Bubba Show, its owners, successors, agents, heirs and employees from any and all liability for personal injury or property damage which I may sustain in the course of, as a result of, or as a consequence of directly or indirectly, my internship at Rick and Bubba Inc.

This \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_

Intern Applicant Name: \_\_\_\_\_

Intern Applicant Signature: \_\_\_\_\_

Internship Coordinator where internship will occur:

I have fully explained the above statement to the intern applicant. Any and all questions intern has have been explained and intern fully understands above- captioned statement.

Internship Coordinator's Signature: \_\_\_\_\_

