



Seacrest Studios at Levine Children's Hospital

The Ryan Seacrest Foundation (RSF) is a nonprofit organization that works to uplift the spirits of hospitalized children through multimedia broadcast centers in the best pediatric hospitals in the country. Seacrest Studios opened in July 2013 at Levine Children's Hospital (LCH) in Charlotte, NC. Thanks to the Ryan Seacrest Foundation, patients at Levine Children's Hospital now have the ability to explore the creative realms of radio, television, and new media right from their hospital rooms. We are one of just a handful of children's hospitals nationwide to have this resource available for our patients and families. It is our goal at Seacrest Studios at LCH to create happy memories for patients and their families during their hospital stay. You can find more information at www.levinechildrenshospital.org/seacreststudios

Internship Program Guidelines

The internship at Seacrest Studios is a part of LCH's volunteer program and looks for dedicated and ambitious college. Seacrest Studios provides students with a chance to learn how to run a radio/TV station. Interns are required to create their own hour-long on-air shows and content with the interest of their audience in mind. Interns gain experience working with studio equipment as well as conducting on-air interviews.

Seacrest Studios has regular visits from celebrities passing through town. It is important that interns hold a professional attitude during these visits and interviews. Interns must remember that the guest is here for the patients and their entertainment and work to ensure the experience is a happy and exciting one.

It is the job of the interns to create a family-friendly environment by producing and hosting on-air games and activities. Some of the studio's current activities include lip sync battles, dance battles, bingo, karaoke, pet therapy dog shows, video production, semester music videos, celebrity interviews, and many more. These activities provide entertainment for the patients and distract them from what they are facing during their stay at the hospital. Interns regularly interact with the hospital's patients one-on-one and must understand how to interact with them, no matter their medical condition.

The Seacrest Studios Internship is meant to be fun; however, it is important for interns to remember what their purpose is within the studio and the hospital. Interns are expected to act professionally in regards to their responsibilities.

Contact the studio coordinator at SeacrestStudios@AtriumHealth.org for dates for the next available internship session.



RESPONSIBILITIES:

- Attendance on the day(s) and time they are scheduled (3-6 hours per week).
- Follow Seacrest Studios business casual dresscode.
- Engage appropriately with patients and their families.
- Participate with other studio interns to better work as a team.
- Give their undivided attention to the internship while on the hospital grounds.
- Produce age appropriate material to use on-air and in the studio.
- Research games, activities, and news material for show segments in weekly radio program.
- Hold a professional attitude when guests are present in the studio.
- Step outside of their comfort zone.
- Serve as host/hostess for children visiting the studio.
- Work with patients as necessary per direction from the nursing and appropriate staff.
- Act as personality/DJ and producer/asst producer during program.

REQUIRED QUALIFICATIONS:

- Send cover letter, resume, and signed guidelines to SeacrestStudios@AtriumHealth.org
- Attend Seacrest Studios Orientation and Volunteer Orientation on the required date.
- Successfully complete a background check.
- Must be currently enrolled in an accredited college/university working toward a bachelor's degree.
- Enthusiastic, positive, and outgoing personality.
- Interest in interacting with children including participating directly in the related arts and crafts, games, and activities.
- Ability to encourage children to participate in the radio program.
- Dependable, responsible, and detail-oriented.
- Must be able to work as a member of a program team.
- Comfortable with public speaking.

PREFERRED QUALIFICATIONS:

- Knowledge of common hardware and software related to radio and television broadcasting & production experience.
- Acting, music, dance, and other performance experience.



- Majoring in broadcast journalism or have interest in the communication/journalism field
- Send online portfolio link in addition to required application materials.
- Experience working with and supervising children in varied situations.
- Bilingual skills.
- 18 years old or older.
- Can obtain college credit for the internship.

ATTENDANCE REQUIREMENTS:

- Must choose a morning or afternoon shift at least one (1) day per week (no weekends). Morning shift from 10a-1p and Afternoon shift from 2-5p. Total time commitment is 3-6 hours per week.
- Interns are permitted three (3) excused absences in the summer semester and (5) excused absences in the fall/spring semester. An excused absence is one approved at least 48 hours in advance and must be requested with Absence Request Form.
- Interns exhibiting symptoms such as excessive sneezing or coughing that is not related to allergies are not permitted and should remain home until symptom free. Interns must notify supervisor of a sickness as quickly as possible.
- Sick absences are intended to protect patients from further exposure to contagious illnesses. Medical issues extending more than three (3) days require a signed note from a physician.
- Three (3) unexcused absences will result in termination of the intern.
- Interns are expected to work their full shift. Any early departures must be pre-approved by the studio coordinator.
- Interns are expected to arrive within 5 minutes of his/her shift start time and be ready to begin. Arrival beyond this time is considered late. Two (2) tardies equals one (1) unexcused absence. Contact the studio coordinator immediately if you expect to be more than 10 minutes late.

I, undersigned, acknowledge that I have read and understand the above internship description and agree to conduct myself in accordance as outlined above.

Dated: _____

Intern's Signature