



INTERNSHIP PROGRAM INFORMATION

DESCRIPTION

The Late Late Show With Craig Ferguson's well-established internship program provides top caliber students an exceptional opportunity to explore and learn all aspects of television production on a late night comedy-variety network series. Interns gain valuable knowledge and insight of the television industry, and importantly, make contacts in this competitive field. *The Late Late Show* is produced by Worldwide Pants Incorporated (*Late Show with David Letterman, Everybody Loves Raymond, Ed*) a prestigious, Emmy award winning production company.

RESPONSIBILITIES

Interns can be assigned to the following departments, working closely with the staff to assist in daily production work, including:

Talent & Music - maintain "boards" for guest bookings, organize and sort submissions; manage talent and publicist data bases; coordination of musical guests; possible participation in booking meetings.

Research – manage, organize, file, distribute publications and other resources. Perform Internet research and LexisNexis searches. Peruse periodicals for articles and stories of interest as relevant to guest bookings.

Production - manage copying and distribution of scripts, rundowns, schedules, and revisions, ensuring office, stage, and all production departments have up-to-date information; research music publishing information; update show data base, phone coverage; pick up/drop off errands as necessary (all mileage will be reimbursed) general production office support.

Post Production/Avid - Assist Avid editors/producers: track and traffic tapes between Avid editing, control room, CBS edit/tape facility; log daily entries on Avid systems; manage tape library; make dubs; general post production support.

Control Room - Assist control room operations during daily rehearsals and tapings; field phone calls; copy and distribute script revisions; perform daily duties on behalf of director, associate director and other control room personnel.

REQUIREMENTS FOR APPLICANTS

Hours. Work schedule is 24 hours per week minimum commitment, up to 40 hours per week. Interns are assigned a fixed regular schedule based on their available hours. A set schedule allows all staff to become familiar with the interns, and rely on them at designated times for the responsibilities of producing a one hour program five days a week.

Qualifications. We look for star interns, students with a bright, positive attitude, intelligence, and potential. Other key qualities appreciated in our best interns are commitment, motivation, organization, responsibility, and professionalism. In addition, they are hardworking, personable, outgoing, fun, energetic and friendly, and therefore make a good fit and contribute to the great work atmosphere of our office. Candidates should be entering their junior or senior year of college. We offer the opportunity to observe, learn, ask questions, and be integrally involved in the production. Many former interns who demonstrated talent, interest, desire and ability to contribute to the success of the show have been hired for staff positions. If you excel, and we have no current openings at the time of your graduation, we will be pleased to do whatever we can to help you find your first job in the industry. The goal of the program is to expose you to all aspects of production so you can determine your own abilities and interests, and pursue your first career position having acquired knowledge, understanding, and confidence through your experience at *The Late Late Show*.

College Credit. Students must receive credit through their college programs to be eligible for internships. Internships are unpaid.

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APPLICATION PROCEDURE

Applications are accepted throughout the year. Please note deadlines below for specific terms:

Semester/Quarter	Term	Deadline for Submission
Summer	May – August	March 1
Fall	August – December	June 1
Spring	January – May	October 1

For consideration, please mail or fax a cover letter along with your resume to:

Ms. Christine Mason
Internship Coordinator
The Late Late Show With Craig Ferguson
7800 Beverly Blvd. Suite 244
Los Angeles, CA 90036

Fax number is 323/575-5612. Please note selected candidates will be asked to come to either our Los Angeles or New York office for an in-person interview.

Thank you very much for your interest. We look forward to hearing from you, and wish you the best of luck.