



Cable 14 is a great place to get a head start on a career in TV. Those accepted for a Co-operative Education Placement with Cable 14 have the opportunity to:

- Operate real television cameras
- Work on professional audio and graphics equipment
- Work on sports, current affairs and entertainment programs
- Hone skills in shooting, storytelling and the process of post-production editing

Our programs are broken down into three categories: Studio, Mobile and EFP. Most studio productions are on a set schedule (i.e. mornings, afternoons or evenings). Mobile productions make use of our Mobile Production Unit (TV Truck ) and take place at various times during the week and on weekends. They are usually more physically demanding as production equipment must be carried to the location, set up and operated. EFP Productions take stand-alone cameras out into the community, and that content is edited together afterwards. **Television production is not a typical “9 to 5” job, so co-ops at Cable 14 do not follow the regularly scheduled schooday timeslots.**

#### ***Positions Available***

<b>Position</b>	<b><u>Description</u></b>	<b><u>Availability</u></b>
<b>Station AM</b>	Based at Cable 14, this position involves working on Studio Productions taped in the morning as well as morning EFP shooting and non-linear editing.	Students need to be available for a variety of shifts between 7am and 12pm.*
<b>Station PM</b>	Based at Cable 14, this position involves working on Studio Productions taped in the afternoon and evening as well as EFP shooting, non-linear editing, and some flight pack productions.	Students need to be available for a variety of shifts between 12:00pm and 10:00pm.
<b>Mobile Production Unit</b>	Based out in the community, this position involves learning about the set-up, strike and operation of television equipment in a variety of environments. This position includes events such as sports, parades and concerts. These include use of our TV Truck and Flight Pack.	These shifts are primarily evenings and weekends (while the events are happening) and are longer in duration than Studio shifts, allowing Mobile Co-ops to work just a few days a week.

\*We no longer accept AM placements who need to leave Cable 14 before 11:30am.

# Student Application Package

With this package please include a current resume and cover letter

## Student Information

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

School: \_\_\_\_\_ Co-op Teacher \_\_\_\_\_

Co-op Teacher Contact: \_\_\_\_\_

What grade will you be in at the time of your Co-op? \_\_\_\_\_ Average Mark \_\_\_\_\_ %

Which Time Slot(s) are you applying for:

AM Co-op - Shifts between 8am & 12pm		PM Co-op Shifts between 12pm & 11pm		All Day Co-op Shifts Between 8am & 11pm	
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What kind of placement are you looking for:

<b>Station</b> Usually 2-4 hour shifts Monday to Friday with some exceptions		<b>Mobile Unit</b> Usually Mid-Afternoon to evening. Mobile Students work 1 to 3 longer shifts per week on any day including weekends.		<b>Studio and Mobile</b> (4 credits) This is a combination credit that includes both types of productions. Availability/Flexibility is required.	
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Students are required to find **their own transportation** to Cable 14.

Have your parents agreed to the placement requirements? \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Why do you want that placement? Are you willing to do a different placement if your selected time is not available?

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Why do you want to Co-op at Cable 14?

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What are your greatest strengths and weaknesses?

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List classes, volunteering, or other experiences that have helped you build TV/Media skills

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What is the earliest time you would be able to start a shift at Cable 14? \_\_\_\_\_

What is the latest time you can stay to complete a shift at Cable 14? \_\_\_\_\_

Please read this statement carefully:

**A Co-op at Cable 14 is treated as a job.** Preference will be given to students with experience.

Students will be expected to arrive for their scheduled shifts and behave in a professional manner while at Cable 14. They will be expected to adhere to Cable 14's Dress Code, and Code of Conduct. Confidentiality may be required.

Students will be expected to self-govern their time, take initiative, and work independently. Strong communication, comprehension and critical thinking skills are required. Some roles, especially in the Mobile placement will require lifting equipment and physical stamina.

**Activities such as sports, school extra-curricular and part-time employment must not interfere with shifts at Cable 14.**

Cable 14 is a competitive placement, so only serious applications will be considered. Please verify your schedule and availability with your school before accepting a placement at Cable 14.

Placements at Cable 14 are not transferrable, an acceptance into one time slot and production placement may not be changed after the fact. Cable 14 reserves the right to terminate a Co-op placement at our discretion if our criteria are not met.

Please sign to confirm that you have read and understand the above statement.

Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

## Teacher Reference

Please have a current or former teacher act as your reference.

Reference Name: \_\_\_\_\_ Tile \_\_\_\_\_

Contact: \_\_\_\_\_ How long have you known this Student: \_\_\_\_\_

In which class(es) have you taught this student: \_\_\_\_\_

Please give comments regarding the student's compatibility for co-op position in a LIVE Television environment. Please include information about the student's personality, dependability, and communication skills.

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Please comment on how well the student displays the following characteristics:

**E** = Excellent

**G** = Good

**S** = Satisfactory

**N** = Needs Improvement

Positive Attitude		Ability to Meet Deadlines	
Communication/Comprehension		Initiative	
Problem Solving/Critical Thinking		Teamwork	
Responsibility/Accountability		Stress Management	
Independence/Self Governance		Professionalism	

Reference Signature: \_\_\_\_\_