

KVCR
PUBLIC MEDIA



Intern Information HANDBOOK

Welcome to KVCR



Emmy Award Winning Station



Murrow Award Winning Station

www.KVCR.org

www.KVCRnews.org

www.FNX.org

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WELCOME TO KVCR



Welcome to KVCR! We are excited that you will be joining our team as an Intern. Our goal is to make sure you have a positive learning experience and finish your Internship with tangible and transferable skills that will help you in the pursuit of your future goals.

Your internship is one year and we will have you work in four different and distinct areas of KVCR. We are so much more than just a Radio and Television station. Our goal is to serve the communities we represent in various ways.

As an intern here, you'll have the unique opportunity to work on both the television and radio sides of production. KVCR is a dual licensee, proudly serving the Inland Empire as the region's local PBS and NPR stations.

Additionally, you'll gain valuable experience in fundraising by working alongside our development team, and explore community engagement through hands-on involvement with that department. In today's diverse and constantly evolving world, building a broad skill set will make you more adaptable and competitive in the job market.

Should you have any questions during your time with us please just ask!

Again, welcome!

Connie Leyva
Executive Director

ABOUT KVCR

KVCR Public Media serves as the **Inland Empire's PBS and PBS Kids television station** (Channel 24) and **NPR radio station** (91.9 FM). We are also proud to be home to **First Nations Experience (FNX)**—the nation's only 24/7 channel dedicated to Native American and World Indigenous content—broadcast on Channel 24.2. Located on the campus of San Bernardino Valley College, part of the San Bernardino Community College District, KVCR has been a **cornerstone of public media for 70 years**. Our call letters, “K Valley College Radio,” reflect our educational roots and enduring commitment to lifelong learning.

KVCR is a trusted source for **news, education, and community engagement** across the **Inland Empire**. We believe that when communities have access to free, accurate, local, and national media, they are better **informed** and **empowered** to fully participate in civic life. We invest in education at every level, starting with our youngest learners—**because today's children are tomorrow's leaders**.



KVCR CODE OF CONDUCT



Standards of Conduct and Disciplinary Procedures

KVCR interns are expected to avoid disruptive behavior that substantially disrupts the work environment, college activities, or jeopardizes the health and safety of KVCR members, including visitors. Any disruptive actions by KVCR interns may result in disciplinary measures in line with policies established by the San Bernardino Community College District Board of Trustees and in accordance with relevant sections of the Education Code, Business and Professions Code, Health and Safety Code, and Penal Code of California.

GENERAL EXPECTATIONS

Collaboration



Collaboration is essential to achieving goals. Interns are expected to work together and support one another to foster a productive and positive atmosphere. By working collaboratively, teams can tackle complex challenges more efficiently and create a sense of unity and shared purpose, which ultimately contributes to the success of the organization as a whole.

Integrity



Maintaining a high standard of integrity and professionalism is essential. Interns are expected to approach their tasks with honesty, transparency, and respect for others, ensuring that all interactions, whether with colleagues or the public, are guided by ethical principles.

Respect



At KVCR, Interns are expected to interact with each other in a professional and courteous manner, valuing diverse perspectives and fostering inclusivity. Respect means recognizing each person's unique contributions, listening actively, and addressing conflicts in a constructive way.

DRESS CODE



Professional Attire

KVCR's dress code for professional attire emphasizes a neat, polished, and respectful appearance. Employees are expected to ensure that attire is appropriate for a professional work environment. Clothing should be clean, well-maintained, and free from any offensive graphics or text. While KVCR encourages a relaxed atmosphere, employees are expected to dress in a manner that reflects the organization's professional standards, especially when interacting with the public or attending formal events.

No offensive or Distracting Attire

KVCR's dress code emphasizes the importance of maintaining a professional and respectful appearance at all times. Attire that is offensive, distracting, or inappropriate for the workplace is not permitted. This includes clothing with offensive language, imagery, or symbols, as well as overly casual or revealing clothing. Employees are encouraged to wear attire that is neat, clean, and suitable for the professional environment, ensuring a positive and productive atmosphere for everyone. By adhering to this dress code, individuals contribute to a respectful and focused work culture.

MEET OUR TEAM



Manuel Saucedo

Director of Development & Strategic Relations

Manuel is the Director of Development & Strategic Relations at KVCR, where he leads fundraising efforts and cultivates strategic partnerships to support the station's mission. Prior to joining KVCR, Manuel served as a District Director in the California State Legislature, working closely with community stakeholders and constituents. He also held roles at Cal Poly Pomona and UC Riverside, where he managed educational and community programs, secured grants, and organized impactful events.



Vanessa Wiarco

Community Engagement Manager

Vanessa is the Community Engagement Manager at KVCR Public Media. Prior to her work at KVCR she was a staff member for state Senator Connie M. Leyva who represented California's 20th Senate District. She began her political career working for the late state Senator Nell Soto and proceeded to work for U.S. Congressman Joe Baca. She has worked on behalf of the Democratic National Committee as well as the Presidential Inauguration Committee as a Finance Staff Member. Vanessa has served on boards such as the Chicano Latino Youth Leadership Project as well as the Inland Empire Hispanic Leadership Council. She earned a bachelor's degree in political science as well as a master's degree in public administration from Cal Poly Pomona. She is a dedicated runner, hiker, reader, and traveler. She has a passion for family, politics, and life in general.

MEET OUR TEAM



Elizabeth Kelly **Production Manager**

Elizabeth received her BFA in Radio-TV-Film at Cal State Fullerton in 2014 and completed her education at Cal State San Bernardino in 2017 where she obtained an MBA with an emphasis in Management. She has been filming performances, interviews, weddings, events, and creative short films since 2010 and continues to practice her editing, photography, and videography both at KVCR and throughout the Inland Empire. Elizabeth is the producer for KVCR's Emmy nominated children series Learn With Me and has been involved in many of the station's productions in one way or another. While not at KVCR, Elizabeth spends time with her two adorable dogs, playing board games or D&D with friends, binge-watching shows, or reading a good book.



Rick Dulock **Program Manager, KVCR 91.9 FM**

Rick Dulock was studying broadcast communications at San Bernardino Valley College in 1996 when a professor recommended him for a part time radio position at KVCR. He immediately fell in love with NPR News and public broadcasting's community centered mission. After graduation, degree in hand, he joined the Membership & Fundraising team at KVCR TV and Radio where he engaged with KVCR donors, produced pledge drives, and innovated in station funding campaigns. Dulock became 91.9 KVCR's Program Manager in 2011 where he maintains the program schedule, works with local producers on a number of projects, and manages the radio station's production and news teams. Rick lives in San Bernardino with his wife, Dana.

DESCRIPTION OF INTERN JOBS



Production

In this department, you'll get hands-on experience in all kinds of production work. You'll help edit promo videos and special projects using Adobe Premiere Pro. You'll also take part in hands-on workshops to learn how to use cameras and improve your cinematography skills. There's plenty of real-world experience too—both in the studio and out in the field—so you'll get a feel for how productions actually run. Plus, you'll learn the ins and outs of studio equipment, how to set things up, and how everything works behind the scenes.

Radio

Before the internship begins, interns will tour the station, meet available staff, and set their internship schedule. On the first day, they will review the NPR Ethics Handbook <https://www.npr.org/ethics>. The second day includes Adobe Audition digital editing training, followed by hands-on experience in production and news, such as tagging and recording radio promos, converting press releases into news voicers, covering events, and engaging in original reporting and interviews. Additional training includes access to peer editing through recorded web tutorials.



DESCRIPTION OF INTERN JOBS



Development

In this department, you will learn how to process contributions received by mail and online, as well as how to fulfill thank-you gifts pledged by our supporters. You will also assist in producing and distributing essential correspondence, including monthly reminder letters encouraging members to update their payment information, and welcome letters to acknowledge new members. Additionally, you will gain practical customer service experience by learning how to manage incoming calls to the station and address a variety of member inquiries. Common inquiries include updating payment methods, checking the status of thank-you gifts, questions about membership details, or programming-related topics.

Community Engagement

As an Intern, you will gain hands-on experience with event planning and program development, working with community partners and key stakeholders and representing KVCR at college and community events. You will assist in organizing events such as: **PBS Kids Camp**, the **Young Women's Leadership Conference**, **Día De Los Muertos** community celebration, **Operation Gobble** - Thanksgiving meal bag distribution. **Operation Elf** - Toy book, blanket, and sock drive, and **Photos with Santa**.



CONTACT INFORMATION



Manuel Saucedo

✉ msaucedo@kvcr.org

Vanessa Wiarco

✉ vwiarco@kvcr.org

Elizabeth Kelly

✉ ekelly@kvcr.org

Rick Dulock

✉ rdulock@kvcr.org



