



INTERVIEW INTERN

JOB DESCRIPTION

Job Summary: This position works with the Wisconsin State FFA Convention Public Relations Team and convention managers to assist with planning, conducting, and producing interviews for outreach, marketing, and public relations purposes related to the Wisconsin State FFA Convention. The Interview Intern will conduct on-camera and/or audio interviews with members, award recipients, speakers, and stakeholders and collaborate with student Public Relations members to support post-convention recap materials. **Applicants selected for this position will be ineligible to run for state FFA office.**

Reports to: WI FFA Public Relation Team Managers

Term of Position: End of March – June 2026, 4 hours weekly in addition to the State FFA Convention, June 15-18, 2026. State FFA Convention attendance is **required**.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If accommodations are needed in the application process, please email media@wisconsinffa.org. Supporting the Public Relations Team include but not limited to:

- Attend a virtual orientation, training, and weekly planning meetings.
- Utilize guidelines and direction from Public Relations Managers to plan and conduct professional, engaging interviews leading up to and throughout the convention.
- Interview FFA members, award winners, officers, speakers, sponsors, and staff for promotional and recap content.
- Prepare interview questions that align with Wisconsin FFA messaging, branding, and storytelling goals.
- Conduct interviews on camera, on microphone, or in written format as assigned.
- Work collaboratively with social media, photography, and creative writing interns to support cohesive storytelling.
- Assist with basic audio and/or video recording setup as needed.
- Label, organize, and upload interview files to the Wisconsin FFA Media Center and shared cloud storage platforms.
- Meet weekly and daily deadlines, especially during convention.
- Adapt interview style to different audiences and settings in a fast-paced live-event environment.
- Assist in identifying interview opportunities that highlight member impact and convention outcomes.
- Contribute to post-convention recap materials, including newsletters, videos, and social media content.
- Complete a brief review of the internship experience to help Wisconsin Association of FFA improve the Public Relations Team in the future.

Competencies



- Strong verbal communication and interviewing skills
- Comfort speaking with diverse audiences
- Ability to listen actively and ask thoughtful follow-up questions
- Professional on-camera or on-microphone presence
- Attention to detail
- Collaboration and teamwork skills
- Ability to exercise sound independent judgment
- Adaptability in live-event and high-energy environments
- Strong organizational and time management skills
- Strong philosophical adherence to equity, diversity, and inclusion

Required Education and Experience

- Experience conducting interviews (academic, organizational, or extracurricular)
- Pursuing Post-Secondary Education

Preferred Education and Experience

- Design Program Knowledge: Canva (or similar), Photoshop, Illustrator, etc.
- Cloud storage and file sharing platform knowledge (Google Drive)
- Experience with on-camera or audio interviews
- Basic familiarity with audio or video recording equipment

Supervisory Responsibility

- Assist in overseeing a group of FFA members selected to serve on the Public Relations Team

Compensation

- Lodging and meals will be covered throughout State FFA Convention.
- A stipend will be granted upon successful completion of internship.
- *Should the intern desire to receive internship credit for this experience, Wisconsin FFA will work with their respective University to ensure credit requirements are met. Expense of the internship credit will be the responsibility of the intern.

Work Environment

- This position is remote and requires use of a personal computer or University/Two-Year program provided computer and internet. Travel required to Wisconsin State FFA Convention in June.

Other Duties as Assigned

Please note this job description is not designed to contain a comprehensive listing of duties or responsibilities that are required for this role. Duties and responsibilities may change at any time with or without notice.

The Wisconsin Association of FFA does is an equal opportunity employer. It is our policy to provide equal employment opportunity to all persons regardless basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. We comply with all federal, state, and local equal employment opportunity regulations.