



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Jazz90.1 WGMC-FM**

Name & Position of Supervisor responsible for Intern: Rob Linton - Station Manager

Address – Street: 1139 Maiden Lane City: Rochester State: NY Zip: 14615

Phone Number: 585-966-2660 E-mail address: rob@jazz901.org

POSITION INFORMATION: (If more room is needed, continue answer on a separate page.)

1. Position Title: **Assistant to Music Director**

2. Internship Description (Department & Duties):

Interns for Jazz90.1 will assist MD in all aspects of our music programming including monitoring music, filing and cataloging music, speaking with record labels and artists, assisting with pledge drives etc. There may be other duties as assigned based on current needs of station. Interns may also apply and be considered for on air work and production.

3. What will the Intern(s) learn while performing these duties?

Interns will learn the inner workings of a jazz radio station. They will learn aspects from the overall programming, to the actual work involved in programming a station, and keeping the sound "fresh." On air performance as well as fundraising will be addressed as part of the curriculum.

4. Skills and/ or experience that would be necessary or helpful for intern to have: (include software, project mgt., etc.)

Interns must be comfortable working with computers and programs such as iTunes, Microsoft Excel and Word, web based program used for music filing and simple radio automation systems such as NexGen, MegaSeg and two track recording programs. A working knowledge of jazz is a plus, but not required.

5. Is a car required? No Yes Mileage paid? No Yes Amount: _____

Please note that interns are limited to working 100 hours per semester.

Form Completed by: RFL Date: 2/1/11