



ALP Intern Job Description Summer/Post Grad

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **WXXI-FM**

Name & Position of Supervisor responsible for Intern: Julia Figueras, Music Director

Phone Number: 585.258.0270 E-mail address: jfigueras@wxxi.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 WXXI FM will arrange ticket giveaways, learn and execute music programming, research for special programming and air shifts, and file new releases. Other duties may include checking in new releases, editing the music database, and preparing and sending orders for new releases. Interns may qualify for on-air training.

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

Interns learn the inner workings of a classical radio station—from programming philosophy to the nuts-and bolts of creating and executing a playlist, as well as underwriting, and radio performance.

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

Interns must be comfortable with Microsoft Word and Excel. We also use a database program, Music Director, and the automation system, ENCO, which will be taught on the job. Computer skills are absolutely necessary. A working knowledge of classical musical is also a plus, along with good communication skills.

5. Desired Beginning Date: June, 2012 Ending Date: 8/30/12

6. The average number of hours you wish the intern to work per week will be: 10

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

8. Will any funding be provided by host direct to intern? Yes No

If yes, amount = \$_____ per: hour week month full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): _____

Form Completed by: Julia Figueras Date: 2/3/12

