

KSDS-FM/Jazz88.3

General Radio Intern Job Description

Title Radio Intern
Department(s) RTV
Reports to Station Manager, Ken Poston

Job summary

KSDS-FM is a non-profit public radio service of San Diego City College, licensed to the San Diego Community College District. Funding comes from individual contributions from listeners, the Corporation for Public Broadcasting, and corporate underwriting. The Membership Department is responsible for the administration of individual contributions to the radio station.

The purpose of this internship is to give an undergraduate student a view into the world of a public radio station, with special attention to the fundraising department, and to provide an opportunity to work in the non-profit business sector. KSDS promotes the vibrant music and arts scene in San Diego on the air and through promotional partnerships with many arts organizations, making Jazz 88.3 a lively, creative place to work. Some partners include the La Jolla Playhouse, the North Coast Rep, the Museum of Photographic Art, and the Mingei International Museum, to name just a few.

Summary of essential job functions

- Assist with mailings to members
- File membership forms and payment forms in file room
- Enter data into membership database
- Attend station events, including Jazz Live and Listener Happy Hour, member appreciation events, and community/education outreach events
- Answer phones and keep tally during Membership Campaigns
- Assist Programming staff with on- and off-air tasks; staff includes Radio Hosts, Production Manager, Music Director and Program/Promotions Director
- Other duties as assigned

Minimum requirements

- Undergraduate college student enrolled in 7 units (including internship) during the semester at San Diego City College in the Radio and Television program of the Communications Department.
- Prerequisites: Must have completed 6 units in the RTV program
 - 11-week (summer) or 16-week (spring/fall) internship that coincides with the City College academic calendar:
 - Summer Session (11 weeks): 12 hours per week to earn 2 college credits; 18 hours per week to earn 3 college credits
 - Fall/Spring Semester (16 weeks): 8 hours per week to earn 8 college credits; 12 hours per week to earn 3 college credits; 15 hours per week to earn 4 college credits.
- Must be available to attend required station events, to be discussed upon hire

Abilities required

Must be self-motivated, able to follow instructions, and detail-oriented. Must have a great attitude and be an ambassador for the radio station, promoting the music, events, community and education outreach.