

# ALP Intern Job Description Summer

## Arts Leadership Program

### **SUPERVISOR CONTACT INFORMATION:**

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

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

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 Tasks and Responsibilities:

Intern will work directly with our Music Director on aspects of station music selection, programming, prep for the Rochester International Jazz Festival coverage, as well as assistance with summer promotional events for Jazz90.1.

3. What will the Intern(s) learn while performing these tasks and responsibilities? Please be specific as to what skills and experience will be gained.

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. 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, and two track recording programs. A working knowledge of jazz is a plus, but not required

4. Skills and/ or experience that would be necessary or helpful for intern to have coming into the internship: (technology & social media, project and event management, writing, data management, etc.)

Experience with MS Office programs, social media platforms, strong writing skills, strong communication skills, and ability to adapt and work quickly "on your feet" in a fast paced environment.

5. What is the work environment and how will the intern be supervised? Where and when will the majority of work take place? Is this a typical 9-5 office environment or is much of their work self-directed/done remotely? How often will you meet with the intern to discuss their work assignments and where will that take place?

For the summer internships, students will be heavily involved in our portion of the Rochester International Jazz Festival, including live broadcasts each day of the fest, scheduling interviews, coordinating on and off-site social media etc. Hours include (mandatory) weekdays, evenings and weekends during the festival. Interns will also be involved in other summer station promotions as needed. Interns must be available between 3 p.m. - 11 p.m. each day of the nine day festival.

6. Desired Beginning Date: 5/1/20 Ending Date: 8/30/20

7. The average number of hours you wish the intern to work per week will be: 5-10 and 40+ During RIJF

Please note that interns must work **at least 120 hours** to receive credit and be paid for their experience. Any deviation from this requires prior approval from ALP.

8. Is a car required?  No  Yes Mileage paid?  No  Yes Amount: \_\_\_\_\_

9. 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.): Food Provided During Jazz Festival

10. Additional comments \_\_\_\_\_

Form Completed by: RL Date: 1/15/20