

American Public Media

MUSIC LIBRARY INTERN, THE CURRENT

Part-time internship

Date: August 31, 2009
Company: Minnesota Public Radio | American Public Media
Job Title: Music Library Intern, The Current
Job #: 505-10

Internal and External Applicants:

To apply, email a resume and cover letter to careers@americanpublicmedia.org. Indicate position #505-10, Music Library Intern, The Current.

American Public Media is an Equal Opportunity Employer. We encourage candidates with a diversity of life experiences to apply.

Please see job description below for more details.

- Job Title: Music Library Intern, the Current
- Grade Level: Unpaid/Volunteer
- Schedule: Part-time (15-20/week), Temporary: 4 months to 1 year (max)
- Reports to: Assistant Producer
- Department: The Current
- Location: St. Paul, MN

Position Summary:

This is an unpaid position. The Current Intern will assist the Assistant Producer with various on-air and online components of the radio station as well as organization and maintenance of the library.

Position Responsibility:

Responsible for library maintenance including ripping and filing CDs as well as database management.

- Assists producers with in-studio performances by writing leads, preparing Web content, and assisting with bands.
- Prepares and publishes the daily Song of the Day podcast.
- Assists with scheduling of promos and giveaways.
- Assist with fulfilling giveaways.
- Maintains The Current MySpace page.
- Board op for broadcasts as necessary.
- Copy-edit and proof-read the weekly Cross Currents e-newsletter.

- Sort mail on Mondays.
- Other duties as assigned.

Required Education and Experience:

College student, graduate student or recent graduate.

- Exposure to broadcast related courses.

Required Skills, Knowledge and Abilities:

- Ability to work efficiently with limited direct supervision.
- Ability to effectively manage work load and multiple tasks.
- Detail-oriented.
- Ability to learn various software programs quickly.
- Strong interest and knowledge of the music and audience of The Current.
- Strong writing and editing skills.

Preferred Skills and Experience:

- Experience with HTML helpful.
- Experience with editing, scheduling, and automation software.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Reach with hands and arms
 - Balance, stoop, kneel, or crouch
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

American Public Media internships are part-time (15-20 hours/week). Our offices are located at 480 Cedar Street, St. Paul, MN 55101. Relocation allowance is not available. Parking or bus pass reimbursed. More information about American Public Media is available online: www.americanpublicmedia.org.