

Anderson Valley Education Foundation Volunteer Internship Description 2011

Position/Project Title: Radio Operations Intern

This is offered as an 80 hour internship.

Supervisor/Sponsor: John Coate at **KZYY Public Radio**

Location of Internship: KZYY studio, Philo

Dates & hours: flexible based on qualifications and availability

Activities and Tasks:

Assist with various duties related to the operation of a public radio station: library organization, recording copies of programs, learning how the various program sources make it onto the air, general assistance with equipment organization and studio maintenance, possibly helping with the web site including uploading files, possibly some on-air duties if qualified, plus assisting when needed with membership-related tasks such as helping with mailings to the membership.

Desirable Qualities/Skills:

An intern should have good writing and speaking abilities and general competence in a variety of tasks. Dependability and a can-do attitude are important. Intern must be willing to work with a variety of personalities. Technical aptitude in electronics and computers and some knowledge of music and public affairs would be fantastic.