

Anderson Valley Education Foundation Sponsors Job Description 2010

Job Title: **Radio Operations Intern**

Supervisor / Sponsor: John Coate

Location of Internship: KZYX studio, Philo

Dates & hours: flexible based on qualifications and availability

Duties & Job Activities:

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:

Technical aptitude in electronics and computers, knowledge of music and public affairs, good writing and speaking ability, general competence in a variety of tasks, punctuality, can-do attitude, ability to work with a variety of personalities.