

## Job Description Programming Intern

**Position Summary:** Works on a volunteer basis to assist in the programming department at KCBX Central Coast Public Radio, the local NPR affiliate. Works under the supervision of the Program Director and, secondarily, under the Operations Manager and Music Director, as needed. Must work at least 10 hours per week to receive credit.

**Responsibilities:**

- Posts recorded shows to website, with descriptions, audio and photo(s).
- Creates or transcribes checklists and instructions for standard programming procedures
- Assists with editing and production of promotional announcements and local talk shows, as needed
- Supports creation of web and social media content as assigned
- Other duties as needed and assigned

**Required Qualifications:**

- Adept ability with wysiwyg web platforms
- Ability to quickly learn broadcast equipment, operations and standards
- Strong organizational, communications (written and verbal), and interpersonal skills. Demonstrated ability to work collaboratively
- Proficient computer and keyboard skills, and knowledge of Google apps.
- Facility working with audio files and editing programs such as Audacity, Audition or Pro Tools.
- Ability to write proficiently

**Preferred Qualifications:**

- Experience writing broadcast copy
- Familiarity and experience creating web and social media content, including audio and video content
- Knowledge of the mission of public radio, and a track record of appreciation and dedication to that mission

KCBX is a community licensed public radio station located in San Luis Obispo, CA, and serves three counties on the Central Coast. KCBX is committed to an effective EEO program, and abides by the following nondiscrimination policy:

*KCBX provides equal employment opportunities to all qualified individuals without regard to sex, age, disability, sexual orientation, race, color, religion or any characteristic protected by law.*

**Qualified applicants may submit cover letter, and resume to [jobs@kcbx.org](mailto:jobs@kcbx.org).  
This position is open until filled.**