

KSDS-FM/Jazz88.3

Radio News Intern Job Description

Title Radio News Intern
Department(s) RTV
Reports to News Director, Bob Broms

Job summary

KSDS-FM is a non-profit public radio service of San Diego City College, licensed to the San Diego Community College District. Funding comes from the college district, individual contributions from listeners, the Corporation for Public Broadcasting, and corporate underwriting. The News Department is responsible for the broadcast of local and regional news and sports in conjunction with the station's broadcast of National Public Radio's hourly news reports.

The purpose of this internship is to give an undergraduate student a view into the world of a public radio station, with special attention to the News Department, and to provide an opportunity to acquire on-air broadcast experience. In addition to broadcasting authentic Jazz and blues 24/7, KSDS 88.3 FM also actively promotes the vibrant music and arts scene in San Diego, both on the air and through working partnerships with many arts organizations. This makes Jazz88.3 a lively, creative place to work. Students serving as news interns will work cooperatively with the Programming, Production and Music departments of the radio station.

Summary of essential job functions

- Assist with assembling and airing one local newscast daily (6:25 – 7:15 AM and/or 7:25 – 8:15 AM; see below under minimum requirements)
- Assemble sample newscasts and practice delivering those with the goal of delivering live on-air newscasts
- Record airchecks for review by the internship supervisor
- Interview officials or witnesses regarding any major local stories that break during the term of the internship
- Assist Programming staff with on- and off-air tasks; staff includes Radio Hosts, Production Manager, Music Director and Program/Promotions Director
- Other duties as assigned

Minimum requirements

- Undergraduate college student enrolled in 7 units (including internship) during the semester at San Diego City College in the Radio and Television program of the Communications Department.
- Prerequisites: Must have completed 6 units in the RTV program from the following:
 - RTVC-105 Media Performance
 - RTVC-106 Acting for Radio/Voice-over
 - RTVC-131 Advanced Radio Performance
 - RTVC-140 Radio and TV News Writing
 - RTVC-141 Radio News Production
- 11-week (summer) or 16-week (spring/fall) internship that coincides with the City College academic calendar.
 - Summer Session (11 weeks): 12 hours per week to earn 2 college credits; 18 hours per week to earn 3 college credits
 - Fall/Spring Semester (16 weeks): 8 hours per week to earn 2 college credits; 12 hours per week to earn 3 college credits; 15 hours per week to earn 4 college credits.

Abilities required

Must be self-motivated, able to follow instructions, and detail-oriented. Must be able to assess, edit, and rewrite news stories as needed. Must have a great attitude and be an ambassador for the radio station if sent out on assignment.