



## **KCPW INTERNSHIP ANNOUNCEMENT: Production Intern, *The Bottom Line***

KCPW, 88.3 FM seeks an enthusiastic intern, interested in learning the ropes of public radio production while assisting with its weekly, half-hour, local radio show and podcast *The Bottom Line*.

Hosted by Doug Wells, *The Bottom Line* focuses on the human story behind building and running a successful company in Utah. The personal journey of its founders and leaders, the hard work, the tough decisions, the temporary setbacks and the occasional lucky breaks that all weave together to become part of the company's fabric – its culture and its voice – that ultimately leads to the team's success. The ideal candidate will be interested in communications and public radio broadcast journalism, as well as entrepreneurship, business, economic innovation, and emerging technologies.

On-air since 1992, and broadcasting from the Denkers Studio on Library Square in Salt Lake City, KCPW Public Radio 88.3 FM is the Salt Lake Valley's first, 24-hour, news and information outlet providing listeners with a complete spectrum of thought-provoking, local, national, and international, public radio programming. KCPW is a space on the local radio dial that encourages engagement, satisfies curiosity, and builds community.

**Schedule:** 15 - 20 hours per week with flexible hours

**Start Date:** End of January, 2017

**Length:** 6 months

**Salary:** Unpaid

*This internship is open to adults of all ages. Academic credit available but not required.*

### **Duties Include:**

The candidate will be trained to hone their skills to:

- Regularly assist the host with researching, booking, and scheduling interview guests
- Assist the host with preparing "interview packages" ahead of each interview, which include background information and biographical information about guests, along with suggested questions and topics to discuss
- Assist with in-studio recording, editing, and producing show as a final product
- Write web copy and post digital audio to KCPW's website for the show's podcast
- Assist with weekly social media and on-air promotion
- Stay current and informed about Utah's entrepreneurial startup scene, local business news, and continually research potential guests or topics

Depending on the intern's interests and level of time commitment, other projects may be included.

## **Desired Skills and Experience:**

- Strong written and verbal communications skills
- An interest in communications and radio broadcast journalism, as well as entrepreneurship, business, economic innovation, and emerging technologies
- Ability to work on deadline
- Excellent organizational ability with strong attention to details
- An understanding of digital audio editing and recording, or a willingness to learn
- Experience or interest in learning how to create and upload digital media to websites, including Wordpress, and social media
- Passion for the mission of public radio

## **Application Instructions:**

The deadline to apply is **December 31, 2017.**

Submit a resume and a cover letter explaining your interest in interning on The Bottom Line. Please also include a writing sample that conveys your creative writing and/or research abilities. Send to [rmcdonough@kcpw.org](mailto:rmcdonough@kcpw.org) with "Bottom Line Internship" as the subject.

*Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*