

# KSDS-FM/Jazz88.3

## Radio Production Intern Job Description

**Title** Radio Production Intern  
**Department(s)** RTV  
**Reports to** Production Director, Mike Rovatsos

### 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 Production Department is responsible for the “sound of the station” which means making sure there is updated copy in booth, and professionally recorded/produced promos, underwriting acknowledgements and anything else that is broadcast over KSDS. The position also is responsible for the gathering and implementation of content for the KSDS website ([jazz88.org](http://jazz88.org)) which includes both audio and visual elements.

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 Production side of KSDS, 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 production interns will work cooperatively with the Programming, Music and Membership/Business departments of the radio station.

### Summary of essential job functions

- Assist with assembling and creation of promos, on-air programs and website content of the radio station
- Assemble and create video “gateways” that will serve as pre-rolls for the KSDS stream. This will include promos for the station as well as underwriting spots.
- Record air checks for review by the internship supervisor
- Interview DJ’s at the station for content on the KSDS website.
- Assist Production staff with on- and off-air tasks; staff includes Radio Hosts, Music Director and Program/Promotions Director
- Create an overview of Jazz 88 video to be shown on website as well as implemented in sales pitches.
- 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
- 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.