



## Programming/Promotions Internship

Interns will have the opportunity to learn:

- Learning radio technology, how to operate the control board, and work with a live radio show.
- Use production and studio software to create/edit an on air promo or commercial.
- Planning various aspects of a station event, including promoting the event through several channels, organizing equipment and supplies, scheduling employees, and building the event.
- Creating promotional contests and giveaways, assist in writing client proposals, creating contest rules, and executing the promotion.
- Organizing a promotional calendar. Creating and maintaining websites, email blasts, and social media for multiple radio stations.
- Scheduling and managing part time staff and maintaining station equipment, vehicles, and resources.  
\*Interns are not permitted to drive company vehicles.
- Designing web graphics and printed materials (flyers, tickets, labels, etc.)
- Daily office skills, answering phones, filing, answering emails, etc.

What We Require:

- Students currently enrolled in a college, university, or trade school, completing the internship for academic credit.
- Preferred Majors: Communications, Business/Marketing, Broadcasting, Public Relations or related.
- Strong communication skills, personable and friendly when interacting with listeners.
- Creative and flexible.
- Proficient in Microsoft Office.
- Photoshop/Graphic Design/Web Design experience is a plus, but not required.

**Interested applicants should mail or email a resume to:**

**Lee Jacoby  
Promotions & Digital Director  
5989 Susquehanna Plaza Drive  
York, PA 17406  
lee.jacoby@cumulus.com**