

INTERNAL AND EXTERNAL POSTING

Date: November 21, 2007
Company: American Public Media
Job Title: Intern, DC Bureau
Job #: 523-07
Reason for Opening: Addition to Staff

External Applicants:

To apply, go to <http://americanpublicmedia.publicradio.org/careers/> and click on the Job Openings link. Click on the **Intern, DC Bureau** job opening **523-07** to apply online and submit a resume and cover letter. In addition to completing the online application, email a resume and cover letter to careers@americanpublicmedia.org.

Internal Applicants:

To apply, go to the Employee HR Self-Service and click on the Job Openings icon. Click on the **Intern, DC Bureau** job opening **523-07** to apply online. In addition to completing the online application, email a resume and cover letter to careers@americanpublicmedia.org.

APM is an Equal Opportunity Employer.

Please see job description below for more details.

JOB DESCRIPTION

Job Title:	Intern
Date Written/ revised:	March 2007
FLSA Status: exempt (temporary)	Full-time/Part-time, Non-
Department: Media	<i>Marketplace</i>, American Public
Location:	Washington, DC

Position Summary:

Award-winning *Marketplace* is public radio's daily magazine of business and economics. Airing weekday mornings and evenings, it boasts the largest audience for any business program in the U.S. on radio, cable or network television. To check out information about the program, go to:

<http://marketplace.publicradio.org/>.

Marketplace has an excellent internship opportunity for students and recent grads who have an active interest in journalism. *Marketplace* Interns will be compensated on an hourly basis. Applications will be accepted on an on-going basis. Parking or bus pass reimbursed.

Position Responsibility:

- Gather tape in the field (i.e. press conferences, events, etc.)
- Schedule in-studio interviews.
- Host and set-up in studio guests: includes meet, greet and seat guest for preparation of interviews or commentary.
- Shadow Reporter(s) in the field.
- Learn and perform a wide variety of broadcast production, research (Internet, Lexis Nexis) and editorial tasks, including editing and cutting tape.

Required Education and Experience:

- Undergraduate students who have completed at least 1-year of journalism coursework or have a demonstrated interest in journalism (i.e. produced work for publication, worked at school newspaper/radio, etc.) *or*
- Graduate students who are enrolled in a journalism program *or*
- Those who have recently graduated from a journalism program (within one year).
- Exposure to broadcast-related courses.
- Work study programs can be honored as long as the goals of the program fit in with internship duties and requirements.

Required Skills, Knowledge and Abilities:

- Must have the ability to write, meet deadlines and work independently;
- Must have strong organizational and communication skills.
- Proficient in Microsoft Office products with the ability to learn new software programs.
- Self-starter and appetite for learning radio.

Preferred Skills and Experience:

- Coursework or experience in radio journalism.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands: Required to walk, sit, and stand; reach with hands and arms; balance, stoop, kneel, or crouch; Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions: Moderate noise level, occasional exposure to prevalent weather conditions.