

WPTS RADIO WRITING INTERNSHIP

POSITION SUMMARY:

WPTS Radio – Pitt’s student-run FM radio station – is seeking a writing intern. Intern will work 10 hours per week supporting the staff of WPTS Radio in the research and creation of on-air scripts and website content. Interns will be taught best practices of radio industry, principles of broadcast writing and applicable radio/audio technologies. Intern to be supervised by WPTS Radio General Manager. This position is unpaid but can earn up to three credits.

DUTIES:

May include:

- Research and writing of on-air promos and liners
- Research and writing of public service announcements
- Producing written content for wptsradio.org
- Recording and production of scripts

QUALIFICATIONS:

Interns must be University of Pittsburgh undergraduate student. Strong written and verbal communication skills. Able to complete tasks with minimal supervision. Basic computer skills. General knowledge of radio and social media. Familiarity with WPTS Radio and/or alternative music a plus.

APPLICATION:

Internship is available in fall and spring semesters. To apply, send resume and cover letter to Greg Weston at grw8@pitt.edu.

WPTS RADIO PROGRAMMING INTERNSHIP

POSITION SUMMARY:

WPTS Radio – Pitt’s student-run FM radio station – is seeking a programming intern. Intern will work 10 hours per week supporting the Programming and Music departments of WPTS Radio in the creation and organization of content for WPTS

Radio. Interns will be taught best practices of radio industry, develop proficiency with MusicMaster and other industry-wide software platforms, and learn philosophies of radio programming. Intern to be supervised by WPTS Radio General Manager. This position is unpaid but can earn up to three credits.

DUTIES:

May include:

- Creation of station playlists
- Scheduling on-air elements in MusicMaster software
- Categorization and maintenance of music library
- Voice-tracking of radio shows
- Production of audio elements

QUALIFICATIONS:

Interns must be University of Pittsburgh undergraduate student. Strong written and verbal communication skills. Able to complete tasks with minimal supervision. Basic computer skills. General knowledge of radio and social media. Familiarity with WPTS Radio and/or alternative music a plus.

APPLICATION:

Internship is available in fall and spring semesters. To apply, send resume and cover letter to Greg Weston at grw8@pitt.edu

WPTS RADIO MARKETING INTERNSHIP

POSITION SUMMARY:

WPTS Radio – Pitt's student-run FM radio station – is seeking a marketing intern. This position will support the Promotions and Underwriting departments of WPTS Radio in expanding the WPTS audience, executing events and developing external contacts. Interns will be taught best practices of radio industry, and will learn how to connect with an audience and execute events. Intern to be supervised by WPTS Radio General Manager. This position is unpaid but can earn up to three credits.

DUTIES:

May include:

- Assistance in developing and executing station events
- Development of sales leads
- Conceptualizing and designing station promotional materials
- Designing and posting flyers
- Interfacing with external partners

QUALIFICATIONS:

Interns must be University of Pittsburgh undergraduate student. Strong written and verbal communication skills. Able to complete tasks with minimal supervision. Basic computer skills. General knowledge of radio and social media. Familiarity with WPTS Radio and/or alternative music a plus.

APPLICATION:

Internship is available in fall and spring semesters. To apply, send resume and cover letter to Greg Weston at grw8@pitt.edu