



Broadcast Intern

TYPE: This is an unpaid internship. Academic credit is available.

SUPERVISOR: Program Director, Tom Williams

GENERAL SUMMARY: To assist in an array of special projects that help further the mission and vision of MindsEye.

OUR MISSION: MindsEye provides readings from local and national publications through radio and internet broadcasts to enable individuals in the blind and print impaired community of Metro St. Louis to stay connected and self-reliant.

Our Vision: MindsEye will provide a broad range of ever evolving programming designed with our listeners in mind, delivered by volunteers and staff who exemplify our culture of excellence. Regardless of delivery method, MindsEye will be a reliable source of news, information, and entertainment for people with vision loss and other disabilities.

RESPONSIBILITIES:

- Generate new content for “Ear to Ear” interview show
- Write and record PSA’s
- Record, edit, and automate audio using GoldWave, Hindenburg, WireReady, and Adobe Audition software
- Produce shows for broadcast

REQUIREMENTS:

- Computer skills, including proficiency in Microsoft Office Suite
- Attention to detail, reliability, punctuality, and a strong work ethic
- Able to maintain confidentiality
- Background in audio technology preferred

SCHEDULE:

- Roughly 10 hours/week, including the occasional evening
- Flexible to accommodate a student’s schedule
- Semester-long commitment required

APPLICATION MATERIALS: Send a resume and cover letter demonstrating the necessary qualities and experience you possess in order to fulfill the required responsibilities. Additionally, on a separate sheet of paper, please describe your internship goals and your desired semester of service.

CONTACT: Send resume, cover letter, and goals to Tom Williams, Program Director, MindsEye, 9541 Church Circle Dr., Belleville, IL 62223; 618-394-6443; twilliams@mindseyradio.org. Additionally, please check www.mindseyradio.org or MindsEye’s social media accounts for updates.