



## KDRT Production Intern Description

**Company:** Davis Media Access  
**Address:** 1623 Fifth Street, Suite A  
Davis, CA 95616  
**Phone:** (530) 757-2419, 757-2938 fax  
**Contact:** Jeff Shaw (e-mail: [jeff@davismedia.org](mailto:jeff@davismedia.org))  
Production Manager

**Calender Period:** Ongoing. Please apply if you are interested.

### Background:

Davis Media Access is a non-profit organization offering community television, low power radio and online local content to the Davis community and beyond. Our mission is to enrich the community by providing alternatives to commercial media for local voices, opinions and creative endeavors.

KDRT 95.7 FM is a volunteer programmed low power (100 watts or less) noncommercial radio station. Our mission is to entertain, inspire, and enrich listeners through an eclectic mix of musical, cultural, educational, and community affairs programs and services. Our station acts as forum for people and issues that typically lack media access and promotes positive social change.

Davis Media Access oversees management of KDRT 95.7 FM and offers internships within our DMA production department specifically for production and programming on KDRT 95.7 FM.

### Internship Description:

Through this four-month, non-paid internship, interns gain hands-on experience and exposure to many aspects of community radio production & programming. Specifically, this internship is supervised by the DMA Production Manager and KDRT Operations Assistant, and focuses on weekly, time sensitive tasks such as the following:

- Produce KDRT promos, public service announcements, and underwriting cuts
- Maintain & update KDRT promo, public service announcement and underwriting carts
- Update weekly KDRT syndicated shows
- Assist with Chief Operator Logs and weekly events calender
- Assist with DMA special projects and events

### ***Minimum Qualifications***

- Able to work between 4-6 hours per week
- Self-motivated & able to work independently with no supervision
- Able to work well with a diverse group of people
- Commit to a 4-month program
- Able to demonstrate aptitude with computers, microphones and editing software
- Dependable, reliable, responsible, mature and good communication skills

### ***Class/Age Level***

- 16 years and older

### ***Benefits of Interning with Davis Media Access***

- Hands-on community radio production experience
- Friendly, relaxed environment
- Good experience; develops marketable skills

### ***Internship Work Schedule***

The internship can be demanding, with weekly deadlines. Each intern schedule will be determined in conjunction with DMA Production Manager depending on the availability of the intern and other staff, volunteers and interns of DMA.

Generally, the KDRT Production Intern can expect to work one long shift or two shorter shifts per week sometime during DMA's hours of operation, T-W-Th-Fr 10am to 6pm.

### ***Application Process***

If you are interested, please submit *a resume OR a brief letter / email with your contact information and describing your qualifications, any related coursework or hobbies, and any personal goals related to the internship.*

### ***Academic Credit Information***

Interns may elect to earn credit through participating educational institutions. Check with the appropriate advisor at your school or ask DMA's Production Manager.

### ***For more Information:***

Contact Jeff Shaw, DMA Production Manager, at (530) 757-2419 ext. 14 or via e-mail: [jeff@davismedia.org](mailto:jeff@davismedia.org)