

# **CLEAR CHANNEL**

*COLORADO*



## **CLEAR CHANNEL COLORADO INTERNSHIP GUIDE**

### **Clear Channel *Colorado***

**Contact: Chandra Venrick, Internship Director**

**4695 S. Monaco Street, Denver Colorado 80237-3403**

**E-mail: [denverinternships@clearchannel.com](mailto:denverinternships@clearchannel.com) or telephone: (303) 713-8798**

## INTERNSHIP REQUIREMENTS:

Thank you for your interest in Clear Channel **Colorado's** Internship Program. We offer a limited number of internship & mentorship opportunities and priority will be given to college juniors, seniors and graduate students. Please note that our internships/mentorships are unpaid and prospective candidates must be registered as "interns" with their accredited universities, colleges, and/or mentorship programs in order to successfully obtain an internship/mentorship with Clear Channel **Colorado**.

Clear Channel **Colorado** offers a one semester, non-paid internship opportunity to students seeking insight and hands-on training within the workings of a major-market radio station. In addition to day-to-day working knowledge and experience obtained, participating students gain valuable "hands-on" work experience which will be applied and used during their post-collegiate employment positions.

We offer students diverse experience in our fast paced and stimulating radio environment within the following radio stations:

*850 AM	KOA News radio	<a href="http://www.koaradio.com">www.koaradio.com</a>
*630 AM	KHOW Talk of the Rockies	<a href="http://www.khow.com">www.khow.com</a>
*760 AM	Boulder's Progressive Talk	<a href="http://www.am760.net">www.am760.net</a>
*103.5 FM	KRFX the Fox Classic Rock	<a href="http://www.thefox.com">www.thefox.com</a>
*106.7 FM	KBPI Alternative Rock	<a href="http://www.kbpi.com">www.kbpi.com</a>
*93.3 FM	Channel 93.3 the Adventure	<a href="http://www.ktcl.com">www.ktcl.com</a>
*97.3 FM	KBCO World Class Rock	<a href="http://www.kbco.com">www.kbco.com</a>
*95.7 FM	KMGG Latino and Proud	<a href="http://www.mega957.com">www.mega957.com</a>

### REQUIREMENTS:

Prospective candidates must currently be enrolled in an accredited school majoring within a certificate or degree-seeking program or be associated with an accredited mentorship program. Interns must be in good academic standing and able to make a 10 - 40 hour per week commitment, complying with the institution's requirements (please note some internships are subject to age requirements). If you meet these requirements, please complete the attached application including, the following information:

- Cover letter and resume outlining the station(s) and department(s) at which you would prefer to intern (you must choose one primary location such as KOA Promotions). In your cover letter please include your internship goals and desired accomplishments, your strengths, both academically and within your community and your long-term career goals.
- Letter from school internship supervisor or course advisor verifying your internship registration (noting the number of credits, semester and applicable hours).
- Unofficial transcripts.
- Two letters of personal recommendation.

## INTERNSHIPS ARE AVAILABLE IN THE FOLLOWING AREAS:

**PROGRAMMING DEPARTMENTS:** All eight stations offer the following internship opportunities within their programming departments:

**Morning Show Assistant:**

Intern will work directly with Morning Show Producers and on air talent assisting them with show preparation, offering creative show topics and ideas, confirming guests and celebrities for the show and screen incoming calls prior to the broadcast. Strong telephone skills are imperative. Special considerations: candidate must be able to accommodate a flexible schedule noting the possibility of early morning hours.

**Assistant Producer/Screeener:**

Intern will work directly with Producers and Talk Show Hosts to generate ideas, confirm guests and celebrities for the show and screen incoming calls prior to the broadcast. Strong telephone skills are imperative. Students may be assigned to remote broadcast sites. Prospective candidate must be able to accommodate a flexible schedule noting the possibility of early morning hours.

**Programming/Music Director Assistant:**

Intern will assist stations programming and marketing departments with various departmental tasks. Duties may include corresponding via phone, fax and E-mail with listeners, updating music libraries, ordering music and product, special projects as assigned relative to current programming and marketing events such as contests, concerts or media campaigns.

**Creative Services Assistant:**

Intern will assist the Creative Services Department with on air promotional spots/ in-house commercial "spot" production with other duties as assigned. Intern must be able to spin good ideas into great promotional production material. Students who have a varied production and marketing background with previous radio production work are encouraged to apply.

**Promotions Assistant:**

Intern will be the departmental liaison for all promotions events. The prospective intern will be the point person for organizing promotional campaigns. Duties will include but not be limited to corresponding with vendors and/or venue organizations regarding upcoming concerts or station promotional events. Attention to detail is imperative with this position. Prospective candidate must be able to accommodate a varied and flexible schedule, which may include nights and weekend hours.

**Performance Studio Assistant:**

Intern will be the departmental assist who will assist with performance studio recording and engineer mixing live bands for radio play and recordings. Prospective interns will learn instrument hook ups, microphone placements, headphone monitor feeds & board operation/technical production. Must be able to accommodate a varied and flexible schedule, which may include nights and weekend hours. The prospective intern will have an interest in multi-track live recording engineering. This rare opportunity will acquaint you with a Mackie D8B Digital Console, 3 Tascam DA78 Recorders and Cubase VST digital recording/editing software. Intern must be reliable, detail oriented & deadline conscious. This unique opportunity will afford you the chance to work on projects from the initial recording process to the final mix of a compact disc.

**ENGINEERING DEPARTMENT: The following positions are available with all eight stations. Please note that hours are flexible and may include evenings and weekends:**

**Engineering Assistant:**

Intern will work with the Chief and Assistant Chief Engineer learning the day-to-day engineering aspects of our stations. This may include maintenance and repair of electronic equipment, circuits and remote broadcast equipment. Interns will also assist engineers in the implementation of special projects as well be invited to tour transmitter site(s) given the opportunity. Radio Engineering or Audio background helpful in this position. Come be a part of the digital age and experience the state of the art digital engineering systems available in radio broadcasting.

**INFORMATION SYSTEMS DEPARTMENT: The following positions are available within our IS & MIS Department:**

**IS and PC Tech Assistant:**

Intern will have the rare opportunity to obtain hands on experience within our state-of-the-art radio broadcasting facility. The prospective intern(s) obtaining the IS and PC Tech Assistant positions will exhibit top notch IS skills and outside-of-the-box thinking ability when problem solving. If you are a team player with a desire to succeed then this is the internship you are looking for.

**BUSINESS & SALES DEPARTMENT: The following positions are available within the Business and Sales Departments representing all eight stations:**

**National Sales Assistant:**

Intern will assist the National Sales department with confirmation & reconciling sales orders, researching discrepancies, proofreading publications, updating NFL Insider database and distribution of publications. Students will learn about promotional issues and will gain knowledge and insight into selling and promoting radio advertising. Interns will be given the opportunity to attend promotional events and assist with coordinating such events.

**Sales Promotions:**

The prospective intern must be able to handle a flexible schedule. Attendance at sporting, promotion and/or community events is required. Intern will work directly with Promotion and Marketing staff to prepare and execute promotional activities and contests. Intern will experience first hand exposure to all aspects of professional and collegiate sports marketing and to receive hands on experience in magazine and newspaper advertising, writing and production. Student will assist Sport Sales Specialist at all Broncos home games with promotions and on field activities. This position may include some writing and other production activities. Additional projects may include sales research and general office support for the Sports Sales Specialists.

**Accounting/Business Dept. Assistant:** Intern(s) interested in spring boarding their career within a professional business atmosphere need only apply! Clear Channel Colorado aims to provide all qualified candidates with the essential skills to begin a career in an accounting or office environment. Our selected candidate will be able to fine tune their communications skills, learn the importance of teamwork in an office setting and be expected to adhere to our internal standards of customer service. Candidates will gain hands-on learning experience of general office machines and Microsoft programs. General duties will include but not be limited to periodic managerial assistance, meeting coordination of CCC Managers, accounts payable reconciliation, and general special research projects as assigned by the department manager. Our ideal candidate will be an appropriately accredited student seeking experience in the business fields related to accounting or office business administration. Candidates who are hard working and dedicated to learning need only apply. Prior office or accounting experience is not necessary.

**NEWS DEPARTMENT: The following positions are available with 850 KOA NEWSRADIO only! Potential interns must be able to accommodate a flexible schedule with some evenings and weekends. Journalism majors are strongly encouraged to apply:**

**News Center Assistant (Weekday & Saturday Morning Shifts available):**

Intern will work directly with the News Department personnel, preparing taped stories for on air news packages for broadcast, research and story ideas. Prospective interns will exhibit a creative edge for story writing and presentation. Candidates will have the opportunity to be a part of Denver's top notch AM News Reporting Department. Must be able to work a varied and flexible schedule.

**SPORTS DEPARTMENT: Internships are available within our Sports Department working on one of three radio stations, 850 KOA NEWSRADIO, 760 KTLK TALK, 630 KHOW TALK RADIO – AM Formats. Weekends and evenings are required.**

**Sports Center Assistant:**

Student will work directly with the Sports Producer to generate topics, stories and guest ideas for two daily sports programs. Student will assist with shows by screening calls; contacting guests and preparing taped stories for broadcast. Student will have the opportunity to assist various Sports Talk Show Hosts while, screening incoming calls and other duties as assigned.

**Rockies Radio Studio Assistant**

Rockies Radio 850 KOA is seeking in studio interns for its Colorado Rockies Baseball broadcasts. Candidates should have some experience with Cool Edit, Adobe Audition or similar editing programs. Must be available evenings and weekends. Good knowledge and love for major league baseball a must. Interns will retrieve, record, edit and prepare baseball highlights for broadcast. Must be able to work a varied and flexible schedule which may include weekends.

**WEBSITE & INTERNET SALES DEPARTMENT: The following positions are available within our Internet Sales & Website Department. Please note that these positions require prospective interns to be available during business hours (8:00 a.m. to 5:00 p.m.) and/or attendance at weekly group sales meetings.**

**Website Internet Content & Development Assistant(s):**

Intern(s) will assist the Webmaster/Lead Programmer with website content management as well as the development website applications, account list management, sales and promotions and other duties as assigned by manager. Intern(s) will learn about website programming, graphics and development as well as sales management issues and will gain knowledge and insight into e-commerce and radio. Responsibilities include assist with organization and development of Clear Channel Colorado websites in addition to non-traditional revenue Internet project. Additional responsibilities may include research of client proposals, Internet advertising growth. Preferred intern(s) will have recent working knowledge and/or exposure to website programming with PERL, PHP & HTML programming capabilities. Previous website graphic design skills a plus but not required! Are you just beginning your website training? If so do not hesitate to apply, all skill sets will be considered for the position.

**Internships are available each semester and quarter (Fall, Winter, Spring and Summer). For application deadline information please call the internship information line listed on the application. Please note that participation in the internship program does not guarantee employment. If you are interested in our internship program, and meet our qualifications, please complete the attached application following the noted instructions.**

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Internship Information Line: (303) 713-8798

### INTERNSHIP APPLICATION

Date of Application: \_\_\_\_\_ Semester desired: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

School: \_\_\_\_\_ Year in School: \_\_\_\_\_

Station Preference: \_\_\_\_\_

Department of Interest: \_\_\_\_\_

**In order to be considered for an internship opportunity with Clear Channel Colorado, the following information MUST accompany this application. (Incomplete applications will be returned to each candidate.)**

- Cover letter and resume outlining the station and department at which you would prefer to intern (you must choose one). In your cover letter please include your internship goals and desired accomplishments, your strengths, both academically and within your community & your long-term career goals.
- Letter from school internship supervisor or course advisor which confirms your eligibility to enroll as an intern and the number of credit hour you will earn as an Intern.
- Unofficial transcripts (pre-registration and post-registration upon hire)
- Two letters of personal recommendation

**Note: All candidates hired for our internship position must provide proof of registration for the appropriate semester of which they have been hired before they and begin their internship with Clear Channel Colorado.**

Please mail complete package to:

**Clear Channel Colorado**

**Internship Program Attention: Chandra Venrick**

**4695 South Monaco Street**

**Denver, CO 80237-3403**

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