



Semester / Year-Round Internship Applications

Company Background:

XLNC1104.9 FM is a non-profit 501(c)3 bi-national classical radio station. We are the only 24/7 non-commercial classical music station in the San Diego/ Tijuana region.

XLNC1 is a partly member-supported station that does not receive funding from educational or governmental institutions. For the last 8 years, XLNC1 has been able to count on the support of its listeners to keep the station on the airwaves.

Our station currently staff 6 full-time employees. We are seeking interns to help XLNC1 104.9 FM with a variety of projects. This is a great opportunity for a student who is interested in having a hands-on experience in the broadcasting, arts administration, and non-profit industry. **Our office is open M-F 9:00AM – 5:00PM.**

Internship Available:

You can select more than one position. Our staff will determine which position fits your skills and our needs.

- Development / Membership Intern
- Music Library Intern
- Marketing Intern

Application Instructions:

Applicants who meet our minimum requirements will be contacted. **Internship positions are open year-round.**

Please read over the internship descriptions in order to determine which position fits your interest.

1. Please fill out the application completely.
2. Attach your Resume
3. Attach one letter of recommendation from:
 - Teacher
 - Employer
 - Volunteer Supervisor

Please mail, or fax your application to:

Cynthia Fuentes
XLNC1 104.9 FM
1690 Frontage Road
Chula Vista, CA 91911
Fax (619) 423-1818

If you have any questions, please call 619-575-9090 ext. 413 or email cfuentes@xlnc1.org
You can find this information on our site by visiting www.xlnc1.org / About Us / Internships

Music Library Intern

XLNC1 104.9 FM is seeking an intern to work closely with our Production Manager and Programming Director, and help update our Music Library. The intern will assist in accurately entering all CD information into our Music Library. Other responsibilities include inventory of new CD's received from various record companies. Interns may also be involved with special projects as needed and determined by our Production Manager and Program Director.

Requirement:

- Some knowledge of Classical Music is required
- Must be detailed oriented
- Must be able to follow directions, and work with minimal supervision
- Must have knowledge of Microsoft Office, especially Excel
- Must be able to work at least 10 hours per week

Development / Membership Intern

(2 Interns needed)

XLNC1 104.9 FM is seeking two interns to help the Membership Department with administrative tasks. The Intern will help coordinate and execute Direct- Mail solicitation efforts including updating member information, answering membership-related questions, and helping during our fundraising Membership Drives. This is a hands-on position, perfect for students who want to learn about fundraising and development. Interns may be asked to become involved in additional projects for this department.

Requirements:

- Must feel comfortable working with database programs
- Excellent written and oral communication skills
- Must have knowledge of Microsoft Office, especially Word & Excel
- Must be detail oriented
- Must be able to follow directions, and work with minimal supervision
- Must be able to work at least 10 hours per week MWF are preferred

Marketing Intern

The intern will assist our Business Development Director with marketing efforts. The interns will help to coordinate and attend promotional events representing XLNC1 104.9 FM. Intern will help track the on-air promotional giveaways, update venue contact information and assist with administrative tasks.

Requirements:

- Excellent written and oral communication skills
- Must have knowledge of Microsoft Office, especially Word & Excel
- Must be detail oriented
- Must be able to follow directions, and work with minimal supervision
- Must be able to work at least 10-15 hours per week
 - Some weekend availability is required (for XLNC1 events)

List Work Experience

- 1.
- 2.
- 3.

References (Name / Phone Number)

1. _____ ()
2. _____ ()
3. _____ ()

List Extra Curricular Activities (If applicable)

- 1.
- 2.
- 3.

List Relevant Coursework (If applicable)

- 1.
- 2.
- 3.

Additional Skills:

Please indicate if you know an additional language (not English) and your level of skill from 1-10 (10 being excellent).

Languages:

_____	Writing_____	Reading _____	Speaking_____
_____	Writing_____	Reading _____	Speaking_____

Computer Programs :

Please indicate your level of skill from 1-10 (10 being excellent).

Excel _____	Abode Photoshop _____
Word _____	Abode Illustrator _____
Publisher _____	Database _____
	<i>If applicable list program used:</i> _____

Submitting:

1. Please fill out the application completely
2. Attach your resume
3. Attach one letter of recommendation from:
 - Teacher
 - Employer
 - Volunteer Supervisor

Please mail or fax your application to:

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