



**Position Title:** WUOL Library Intern

**Reports to:** Program Director of Classical 90.5

**Date:** June-August 2013

**Availability:** Applicant must be available 10-15 hours per week and must be available on weekdays and some weekends

**Summary:** Assists Program Director with the maintenance of the classical music library

#### **Description of Duties**

- **Write a blog post each week on classical music, and disseminate post through social media**
- **Work independently with little supervision and with lots of initiative**
- **Help organize music library when needed (mostly filing CDs and becoming familiar with how a classical radio library works)**
- **Assists on Listener Requests days (Friday afternoons), by pulling CDs, finding music and researching**
- **Other opportunities available, depending on the candidates interests and experience**

#### **Qualifications:**

- **Experience with classical music and recorded music**
- **Ability to operate computer and other office equipment**
- **Proficient with Microsoft Office software (especially Excel and/or Access)**
- **Experience working in a library environment preferred**
- **Strong verbal, written and interpersonal skills, well organized, accurate and detail oriented**
- **Flexible schedule including Friday availability**
- **Some college preferred**