

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