



VSS Catholic Communications, Inc.
Spirit Catholic Radio
Internship Position Description
May 2024



JOB TITLE: **Summer Programming/Production Internship**

HOURS: Typically, Monday through Friday with flexible hours, as needed.

JOB TYPE: Part-time (Approximately 20 hours/week for up to 12 weeks)

REPORTS TO: Program Director

COLLABORATES WITH: Production Manager and Morning Show Hosts

• **DUTIES AND RESPONSIBILITIES:**

- **Daily Production Tasks:**
 - Editing and producing Priests' Mornings Prayers
 - Editing and dubbing daily Mass
 - Carting all weekend and any other manually loaded shows
 - Voicing and producing a variety of spots
- **Spirit Mornings Show Support:**
 - Emailing guests with reminder emails
 - Updating the show calendar with detailed guest information
 - Scheduling 'Good Book Club' segments
 - Heartland Tour scheduling
 - Researching topics and guests for future interviews
 - Tracking guests down for interviews and contact information
 - Produce and edit the show daily
 - Record and dub daily show promos
- **Programming Support:**
 - Listen to new Catholic radio shows/podcasts and provide feedback
 - Assisting with remotes (setups, teardowns, etc.)
 - Board-oping remotes/ball games
 - Aid with Soundcloud and Z drive cleanup

Other job-related duties as required.

QUALIFICATIONS: Ideal candidate has High school diploma or equivalent required. Must currently be a college student with an applicable major and have at least two-years of experience in radio broadcasting, programming, or production class-work. Must have outstanding interpersonal and communications skills, both oral and written, with an ability to effectively relate to donors, guests and clergy. The candidate must be professional in appearance, be highly organized and detail-oriented; must work well independently, as well as, in a team environment. Ability to take direction, meet deadlines, and honor commitments in a

time sensitive environment. Ability to remain calm under pressure, maintaining a pleasant, courteous, professional demeanor in high-stress situations. Must be able to work under pressure and adhere to deadlines.

COMPENSATION:

- \$11-12/hour (Dependent upon prior experience)
- Creative, collaborative and faith-filled environment
- Ability to work alongside and learn from the best in the business
- Recognition and reward for outstanding performance

TO APPLY:

Send resume, letter of interest, three professional references, and a link to your Facebook/Twitter/Instagram to:

Jeb Eischeid
Program Director
Spirit Catholic Radio
13326 A Street
Omaha, Nebraska 68144 Or e-mail to jeb@kvss.com

All résumés and general inquiries will be retained for a maximum of 1 year. Only qualified applicants will receive an interview due to the high volume of applications expected.