



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Youth Intern	DEPARTMENT:	Radio
REPORTS TO:	Programming Director	STATUS:	Part Time
LOCATION:	Daybreak Star Center	GRADE:	\$18 per hour

We are looking for Native Youth interns interested in learning about the exciting and constantly developing world of pre-recorded and live radio and podcasting. The ideal candidates will work with the Daybreak Star Radio Team on a radio show and/or podcast, focusing on guest research, audio editing, and social media strategies for all performances.

Responsibilities:

- Work with Programming Director and producers on guest outreach and research while learning how to produce segments that bring the host's vision to life
- Identify and highlight standout moments of various shows for social media exposure, trailers, and on-air promos and express creativity by writing, creating, and editing audio segments.
- Works with Programming Director to perform news, talk, music, comedic or other show formats or programs for live or pre-recorded broadcast entertainment
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience
- Interviews guests, moderate debates, converses with callers, and assists with live events
- Adheres to all guidelines, policies and procedures of the station, United Indians of All Tribes Foundation, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material
- Ensures logged commercials, promotions and any other programming essential to the station's operation are aired
- Maintains a website personality page
- Participates in required station Programming, Promotions, and Sales staff meetings and events as required
- Makes regular approved appearances at station or other events; serves as ambassador for the radio station(s) when out in public
- Executes only the interviews and events on air that are approved by Programming Director; follows designated show format
- Assists with voice over and production of paid and non-paid spots required to run on the station
- Researches and gains knowledge of subject matter that facilitates speaking extemporaneously and providing immediate non-scripted analysis/commentary
- Finalizes content using digital audio editing software

- Prepares written content, visual images, audio material and video footage for websites, blogs, or other social media platforms
- Other duties as agreed upon

QUALIFICATIONS:

- In good standing at High school diploma or College
- Interest in pursuing a career in television/multi-media/music field or American Indian Studies
- Strong written and oral communication skills.
- Familiarity with Office 365 (Outlook, SharePoint, Word, Excel, etc), Adobe, Shopify, and Squarespace preferred
- Knowledgeable about digital marketing and social media advertising
- Excellent scheduling and time management skills
- Familiarity with nationwide Native communities
- Passion for Native music, art, and issues
- Completed up to date COVID vaccination or acceptable exemption

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: 9/1/2022 CLOSING DATE: On Going <i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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