



POSITION:	Classical Music Broadcast Library Intern
DIVISION:	Radio
REPORTS TO:	WXXI Classical Program Director & Music Director
CLASSIFICATION:	Nonexempt
PAY RATE:	\$15.00 /hour

This internship is for someone who loves classical music. WXXI Classical's broadcast library truly is a paradise—albeit one that needs some organizational help from someone who would like to put their knowledge of classical music and library management into practice.

As the WXXI Classical Library Intern, you will assist with cataloging and metadata, collection development and acquisition, digital file maintenance, database management, and physical reorganization of the library.

You will work with the program director, music director, and radio hosts to understand the collection users' needs and how to ensure the library and catalog serve the station's priorities.

This hands-on training opportunity will enable the intern to acquire greater knowledge of music and how to address the challenges of representing it in a catalog database. The intern will also develop an enriched understanding of how a special music collection works, broadcast automation and file management systems, and considerations for transferring a physical recorded music collection to a fully digital/file system.

#### Responsibilities

- Cataloging recordings in the MusicMaster database, accurately representing information about the recording in a format hosts will use to locate and announce music.
- Converting CDs to digital files and transferring them into the ENCO file system
- Updating and correcting music library catalog data, including adding identity/heritage information.
- Assist with physical maintenance and organization of the music library.
- Submit a final written report at the end of the internship.

#### Requirements

- Current college student
- Knowledge of classical music
- Good attention to detail, ability to creatively solve problems.
- Experience with Microsoft Office, database entry, and other basic computer skills.
- Preferred: radio or broadcast experience.

Apply at: [www.WXXI.org](http://www.WXXI.org) ( Click on Careers tab)

**WXXI is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.**