



Internship Opportunity

Business/Organization	Location
92.5 the River	Haverhill, MA
<p>92.5 the River is Boston's homegrown, independent radio station. Unafraid to take chances, the River loves to play local music, deep tracks and new music. Local artists often receive their first airplay on the River, some of whom go on to become national acts.</p>	

Pathway(s)	Business/Accounting, Sound/TV Production
Objectives	<p>Business/Traffic Office</p> <ul style="list-style-type: none"> • Answer phones in professional and pleasant manner and take detailed messages. Email messages to appropriate person with call back number. • File contracts and confirmations in client folders. Review contracts and confirmations to check for accuracy. Areas to match: Advertiser, Agency, Address, spots, day parts, dollars, calendar vs. broadcast billing, agency discount and revenue type. • Assist in the generation of monthly invoices; reconcile invoices with orders; fold, stuff and mail invoices. • Observe and assist with banking procedures; checks, credits, ACH's; reconcile payments with invoices. • Observe & assist month end procedures and closure. • Maintain supplies for sales and office staff. • Assist in property management (recycle, cleaning company). • Generate Sales reports for SP and Bedford office. • Keep FCC Public File up to date for 3 stations. <p>Sales Assistant</p> <ul style="list-style-type: none"> • Assist SP with filing (contracts and confirmations) and general organization assistance. • Review their weekly projection reports and reconcile with contracts and confirmations. • Create spec spots for clients (all aspects... draft script follow thru to production). <p>Production/Promotions</p> <ul style="list-style-type: none"> • Update and interact with social media. • Create contests for prize giveaways. • Update databases as needed. • Export media from production studios. • Some manual labor (nothing more than 25 pounds). • Call winners of contests as needed. • Voiceovers as needed. <p>Production/Promotions</p> <ul style="list-style-type: none"> • Organization of River Music Hall for certain events. • Assist in show prep and music research for on air staff.
Expectations	<ul style="list-style-type: none"> - Promptness (Be on time), Manage time accordingly - Self-starter, Dedicated, Hardworking, Not afraid to try new things - Dress appropriately - Ability to work independently and with others - Driver License preferable but not necessary

Additional Information
<p>Our goal at The River is to have you experience a little bit (or a lot) of each area of the station so you can see how they all depend on each other. For more information, visit our website at: http://theriverboston.com/</p>