

HRT RADIO'S INTERNSHIP PROGRAM:

FOR INDIVIDUALS WHO ARE INTERESTED
IN THE FIELD OF RADIO BROADCASTING.

ON AIR

PREPARED FOR
HRT's Future Intern

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A short guide for interns who would like to apply to HRT Radio

HRT Radio is currently offering an internship program. If you are passionate about radio broadcasting and have or want experience in journalism, reporting, and producing, editing, etc., you may be in the right place.

What is HRT Radio:

HRT Radio is a part of the Healthy Relationship Talk Show platform that operates a round-the-clock online streaming service for music and live entertainment. It is run by Toginet Networks and has over 11.4 million monthly listeners. The radio features trailblazers and constructive disruptors who stream live events and online broadcasts, playing some of the biggest hits 24 hours a day, seven days a week. It is a platform for music and entertainment enthusiasts interested in getting involved with a global community focused on positive transformation.

HRT Goal:

HRT Radio's goal for their interns is to provide them with a valuable learning experience and an opportunity to develop their skills in the music and entertainment industries. Interns are given meaningful tasks and responsibilities to help with their development, knowledge, and practical skills in the industry. Each intern are given guidance and support by more experienced professionals in the field and is given constructive feedback on their work to help them improve. The goal should be to create a positive and supportive learning environment to help the interns grow and develop as professionals.

Positions offered on the Intern level:

Reporters

Sales

Content Creation

Co-Production

Programming

Journalists

Music Scouting

Traffic/Marketing

Research Specialist

Promotions

Descriptions Of The Responsibilities of Each Department For An Internship At HRT Radio:

Sales:

An intern in the sales department will be responsible for researching potential clients, creating sales pitches, and assisting sales representatives with their day-to-day tasks. They may also be responsible for managing customer relationships, tracking sales data, and creating reports.

- Content Creation:

An intern in the content creation department will be responsible for creating compelling and engaging content for the radio station's website, social media channels, and other digital platforms. They may be responsible for writing articles, producing videos, or creating graphics.

- Co-Production:

An intern in the co-production department will be responsible for assisting with the production of live events and broadcasts. They may be responsible for managing equipment, coordinating with talent, and assisting with the overall production process.

- Programming:

An intern in the programming department will be responsible for assisting with the scheduling and organization of the radio station's programming. They may be responsible for researching new music, creating playlists, and organizing special events.

- Music Scouting:

An intern in the music scouting department will be responsible for researching and discovering new music for the radio station to play. They may be responsible for attending live shows, listening to demos, and creating reports on new artists and trends in the music industry.

Guidelines for HRT Radio's Internship Program:

- Traffic/Marketing:

An intern in the traffic/marketing department will be responsible for assisting with the scheduling and coordination of advertising campaigns. They may be responsible for tracking ad placement, creating reports, and assisting with the development of marketing materials.

Journalists and reporters must adhere to strict ethical standards and avoid conflicts of interest that could compromise their reporting.

-Reporter: Focuses on gathering and presenting news stories, through various means, such as attending public events, conducting interviews with sources, and reviewing public records, and may specialize in a specific beat, such as politics, business, or sports. Work is typically presented in a traditional news format, such as a digital article or news broadcast, Investigative reporters may be responsible for uncovering special stories.

Reporters also need to be able to produce live content, fact-check, meet deadlines, write and edit, and stay up to date, while reporting to the producer and director of the show.

-Journalist: Must be able to meet tight deadlines and work under pressure to ensure that their reports are timely and relevant. Investigative reporters may be responsible for uncovering corruption, scandals, and other issues that may not be readily apparent. work may be presented in a variety of formats, such as podcasts, documentaries, or long-form articles.

- Research Specialist:

An intern in the research specialist department will be responsible for conducting research on various topics related to the radio station's programming and audience. They may be responsible for analyzing data, creating reports, and making recommendations based on their findings.

- Promotions: An intern in the promotions department will be responsible for assisting with the planning and execution of promotional events and campaigns. They may be responsible for coordinating with vendors, creating promotional materials, and managing social media campaigns.

1. **Eligibility:** The program is open to college students studying in relevant fields such as communications, media, journalism, or any other related field. Additionally, high school students who have a keen interest in the radio broadcasting industry are also eligible to apply.
2. **Application Process:** Interested candidates can apply for the program by submitting their resumes and cover letters to the designated email address. They will also be required to fill out an application form and provide any relevant academic transcripts.
3. **Duration:** The program can range from 3 months to 1 year, depending on the needs of the candidate and the requirements of the program.
4. **Departments:** The program provides hands-on experience in programming, on-air, marketing, promotions, content, production, creation, and digital. The candidate will be assigned to one of these departments based on their interests and experience.
5. **Mentorship:** Each candidate will be assigned a mentor who will provide guidance, support, and feedback throughout the program.
6. **Expectations:** The candidate is expected to be punctual, professional, and willing to learn. They will be required to complete tasks assigned to them by their mentor and participate in team meetings.
7. **Benefits:** The program provides valuable experience and training in the radio broadcasting industry, which can help candidates in their future careers. Additionally, they will receive a stipend for their work. Regarding the acceptance of high school students.

HRT Radio has decided to offer opportunities to high school students who are interested in the field.

A Special Note:

Students must have a minimum GPA of 2.5 and provide a written statement explaining their interest in the radio broadcasting industry. They will be assigned to a department based on their interests and will be required to follow the same guidelines as college students.

If we find your application/resume a good match, we will reach out to schedule an interview. During the interview, we will ask about your experience, goals, and what you can bring to our team. We are looking for candidates who are knowledgeable about current events or want to be taught. Apply if you have excellent communication skills, and can work well under pressure. We value creativity, passion, and a willingness to learn. If you are interested in joining HRT Radio in the provided fields, please send your application to workshop@hrtradio.com. Space is limited. We look forward to hearing from you!

How To Apply:

You can send your resume and cover letter to [**workshop@hrtradio.com**](mailto:workshop@hrtradio.com). Please include a brief introduction about yourself and your experience in the industry. We recommend that you highlight your skills, accomplishments, and any relevant education or training.

Goto hrtradio.com scroll down and choose "intern" and submit your resume.

We encourage applicants to share links to samples of their work, such as a demo reel or a portfolio of published articles. These samples can help us assess your skills and your work.

If you have no experience but want to apply for an internship, there are several things you can do to increase your chances of being accepted.

Here are 3 tips:

1. **Highlight transferrable skills:** Even if you don't have direct experience in the field, you may have skills that can be applied to the internship. For example, if you're interested in a marketing internship but have never worked in marketing before, you may have experience with social media or graphic design that could be relevant to the position.

2. Take relevant courses: Enrolling in relevant courses or obtaining certifications can demonstrate your interest in and dedication to the field. This can also provide you with the necessary knowledge and skills to excel in the internship.

3. Build a portfolio: If you're interested in a creative field like content creation or graphic design, building a portfolio of your work can showcase your skills and creativity. This can be done by creating your own projects or volunteering for local organizations.

BONUS: Apply anyway: Even if you don't have experience, don't let that discourage you from applying for an internship. Many internships are designed for students or entry-level candidates, and employers understand that you may not have direct experience. Instead, focus on your enthusiasm, willingness to learn, and transferable skills.

Without applying for a specific position, HRT enables applicants to submit their resumes for broad consideration. This adds your resume to the company's recruiting database. Send to "workshop@hrtradio.com"

Yahoo: Manage spam and mailing lists in Yahoo Mail

AOL Mail: Spam and Privacy

Gmail: Mark or unmark Spam in Gmail

Microsoft Outlook: Manage and organize: Clean up Inbox

iCloud: Manage junk mail

Thank you for considering HRT for your internship experience- Contact us at workshop[@hrtradio.com for further questions or inquiries.