

## **HIST 212 Internship Placement Description Fall Winter 2024-25**

### **CFRC 101.9 FM Radio Queen's University**

#### ***About CFRC***

CFRC's mandate is to provide innovative and alternative radio programming that enriches and challenges the academic and cultural life of Queen's University and Kingston communities, and to provide members with the opportunity to participate and gain skills and experience in the collective operation of a radio station whose programming and practices are not constrained by demands for profit.

CFRC's mission is to empower and celebrate the diversity of Kingston and Queen's through innovative, non-commercial, community-oriented radio programming and broadcast learning opportunities.

#### ***The Intern's Role***

CFRC 101.9 FM celebrating 103 years of broadcasting in 2025 features music and spoken word radio programming created by students and community members for the benefit of our Queen's and Kingston communities. At CFRC, interns will have opportunities to learn translatable skills in broadcasting and podcasting including research, sound production, communications and more.

Interns will participate in the production of campus news programming, work that will involve attention to campus and community news & events, research, interviews, script writing and oral presentation and technical production for CFRC's radio airwaves and podcast network. CFRC also stores the largest library of music (vinyl LPs, CDs & Cassettes) on campus. Interns will have opportunities to participate in the continued inventory, maintenance and cataloging of these artefacts and to curate a monthly on-air program featuring rare music from this collection. Interns will also participate in CFRC campus outreach where they will have opportunities to develop in person oral presentation skills. This is an excellent opportunity for students to develop skills and confidence in communications and public relations through broadcast, podcast, and participation in other CFRC on air and in person events including Homecoming and CFRC's annual funding drive events. Finally, CFRC will make a large deposit of digital and physical artifacts associated with our 2022 Centennial Celebrations by April 2025. The Intern will be tasked with cataloguing items, writing descriptions for each item, and liaising with Queen's University Archives to expedite deposit of these historical artefacts. This is a great opportunity for History students interested in archival research and library and archival sciences to gain hands on experience with handling digital and physical assets, documentation and more.

#### ***Training***

Training in our studios will be provided to conduct on-site work and interns will also be able to borrow recording equipment to undertake some of their work remotely for radio production work they will undertake. Interns will also be oriented to our library systems in order to facilitate cataloguing of new acquisitions and returns of used items to shelves. Interns will also become familiar with archival items held at Queen's Archives and procedures for making deposits.

#### ***What We're Looking For***

An energetic, well-organized student who is keen to work a flexible hybrid schedule who can take initiative and accomplish assigned tasks to meet broadcast deadlines. We seek an individual interested in researching and communicating about campus news and the impact of university initiatives on the greater Kingston community. Further, we seek an individual interested in pursuing a career in History, Library and Archival Sciences or adjacent careers who have keen attention to detail and high communication and organizational capacity. Ideally, the individual carries research skills and a keen desire to develop them further in areas unfamiliar to them, including those applying to our music library for the interpretation and curation of special programs featuring rare finds in the on site music collection.

Location: CFRC 101.9 FM, Carruthers Hall, Queen's University  
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