



**Position Title: Drive Live Intern (stipend paid)**  
**Name: Progressive Broadcasting Service**  
**Location: 47 Easey St, Collingwood**  
**Reports to: Marketing & Events Coordinator**

**Purpose of this role:**

Community broadcaster PBS 106.7FM is a key player in Melbourne's independent, diverse music community. With more than 80 specialist music programs ranging from soul to garage to country to jazz, PBS is dedicated to promoting and nurturing music in all its diversity.

*Drive Live* is the station's annual showcase of Melbourne's thriving live music scene, and a celebration of PBS' long and storied history of live-to-air broadcasting. For a week every year, PBS opens its doors to the public as three bands perform each day in front of a studio audience from our Studio 5, broadcast live via [www.pbsfm.org.au](http://www.pbsfm.org.au) and 106.7FM. We are seeking expressions of interest from suitable candidates for an intern role to assist with the organisation of Drive Live 2017, which will be held from February 6-10. Interested parties should address the selection criteria below in a cover letter and attach a CV by 5pm Sunday January 15, addressing EOIs to [josie@pbsfm.org.au](mailto:josie@pbsfm.org.au). A modest stipend is available for the successful applicant.

**Duties and Responsibilities:**

This role includes, but is not restricted to, the following duties and responsibilities. Tasks may be added from time to time to meet with organisational needs.

- Assisting with promotional copy and other rich media for internal PBS communications (including on-air announcements, web and eNews content) and for use in an external publicity campaign
- Drafting and scheduling posts for social media platforms including Facebook, Twitter and Instagram as part of promotional campaign leading up to Drive Live
- Live social media coverage of the event, particularly on Instagram and Twitter
- Preparing worksheets and guest lists, coordinating promo info from artists/labels and other artist liaison and general tasks as required

**Selection criteria**

- Excellent oral and written communication skills, especially writing for the web and social media
- Attention to detail, initiative and ability to solve problems quickly
- Good musical knowledge – especially indie rock, punk and electronica
- Familiarity with Microsoft Office (essential) and Adobe Creative Suite (desired)

**Training provided**

- Induction
- Orientation
- On the job training

**What times this job can be done**

- Eight hours per week (days, times flexible) in weeks starting 23<sup>rd</sup> January and 30<sup>th</sup> January
- Availability for all five days of the event (February 6-10, 2017) from 2:00-7:30pm is essential