

Show Name: Beyond the Headlines with Renee Washington

Job Title: Marketing Manager Intern

Company: Fox Sports Radio

Location: Remote



Description of Main Tasks:

1. Create and send regular newsletter promoting new episodes, subscribers, guest bios, and show updates
2. Download show file and upload audio to podcast platforms with description/title
3. Coordinate with guests to email the link to join the live show and link to promote where others can tune in
4. Schedule live show each week with details on guest, tagging, hashtagging

Key Responsibilities to help with Internship:

- Make live posts during episodes on twitter, instagram, and facebook
- Coordinate with guests in preparation of the show- links, directions, etc
- Expertise in social media strategies, photography and videography a plus
- Working knowledge of website management, multimedia, and new media technologies
- Create and strengthen media relations as a liaison to outlets for press releases, videos and pictures of guests

Other Expectations:

- Meet regularly with colleagues to connect about philosophy, strategy, and coverage.
- Demonstrate initiative, positive attitude, attention to detail, and dependability.
- Career and professional mentoring and networking through this role with Renee and other industry professionals
- Demonstrate good organization and prioritization skills: meet deadlines, detail-oriented, multi-task.
- Ability to communicate effectively, both verbally and in writing
- Have strong interpersonal skills: communication, presentation, negotiation.
- Ability to handle a wide variety of conflict situations in a calm, fair, and consistent manner.
- Able to work in a remote environment.
- Time of the role depends on the tasks, but you can expect 10-15 hours/week
- Proficiency in design software such as Adobe Products
- Familiarity with the Google Platform within an education setting is preferable.
- Excellent written communication skills and interpersonal skills.

Preferred Qualifications:

- Current college student or recent Grad
- Interested in internship for credit
- Pursuing a Bachelor's degree, preferable concentration in media arts, graphic design, or a sports communication field

About Beyond the Headlines with Renee Washington

Beyond the Headlines with Renee Washington is a weekly show on Fox Sports Radio. It is a live digital show that airs weekly across Facebook, Twitter, and YouTube. Audio is pulled to run across several podcast platforms such as anchor, iTunes, and Spotify. It is a growing show that was created in July of 2019 with Renee as the host. There is a team of talented, ambitious professionals working hard on the content for the website, social media, show, and audience engagement.

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