



NEWS RADIO
92.3 | AM 1620

ESPN
PENSACOLA
1330 AM | 99.1 FM

PENSACOLA'S
PLAYLIST
94.5

ADX
DIGITAL

| On-Air | Online | Mobile | Social | Live & Local |

Overview

ADX Communications, the mother company of Cat Country 98.7, News Radio 92.3/1620, ESPN Pensacola, Pensacola's Playlist, and ADX Digital Advertising, is looking for one intern to learn career-related, hands-on experience over twelve weeks. ADX Communications is a locally owned and operate radio group and advertising firm super-serving the Pensacola Metropolitan area. We are keen on top-of-mind awareness every day. We cover the Gulf Coast from the Mississippi state line to Fort Walton Beach, Florida. Our mission is to make a difference in our listeners lives and serve our local community.

As an intern at ADX Communications, your behavior, attendance, and attitude will be closely monitored and reviewed by department head(s). These evaluations will be discussed with you and shared with your school officials, emphasizing the importance of maintaining a professional and committed approach throughout your internship.

Business Operations Intern Responsibilities

- Prospect potential clients & set up appointments for AE's
- Input Insertion Orders for AE's
- Create digital spec spots for potential clients
- Write thank you notes to prospect clients after meetings
- Write and voice commercial scripts
- Work promotional remotes at client businesses
- Manage the front desk area including answering calls and greeting visitors.
- Manage the distribution of prizes to contest winners.
- Replenish and organize supplies to support daily operations.
- Assist with various administrative tasks as needed to support the team.

During the internship, you will not only become familiar with the daily demands of a highly engaged and demanding multi-media company, but also work in a supportive and dynamic team environment. This will provide you with ample opportunities to practice and exhibit professional behaviors and skills in the areas listed, while feeling welcomed and part of our team.

Qualifications:

- Be a team player who is committed and open to learning and developing new skills, and receptive to feedback.
- Attention to detail and organization.
- Assisting multiple projects and tasks simultaneously.

ADX COMMUNICATIONS OF ESCAMBIA, LLC

7251 PLANTATION ROAD
PENSACOLA, FL 32504

850-262-6000
FAX 850-494-0778



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- Maneuvering through a fast-paced organization.
- Being proactive and goal orientated.
- Exhibit problem-solving, analytical, and creative thinking skills.
- 18+ years of age or older.
- Enrolled at the University of West Florida and able to enroll in COM4940 Internship in Communications.

Student must be available Monday through Friday, 3pm-6pm.

Spring Intern Availability:

Start date will be January 8th, 2025

End date will be May 3rd, 2025

Intern will be expected to work roughly 15 hours weekly.

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