

RubenJay.com is one of the many outlets that is used by the *On Air with Ruben Jay* team. As a fast growing entertainment website, we are looking to expand our team. We are looking for bloggers and reporters world wide who would like to intern.

Ruben Jay Productions is a rising online Multi-Media company that reaches over 100,000 people per year. We do Radio, blogging, and occasional Youtube Videos. We are based out of Orange County with an office in Huntington Beach.

**Job:** Administrative and Media Intern

**Compensation:** Work experience + commision

**Hours:** One-two days a week, sometimes less (transportation available)

**Requirements:** can work for more than 3 hours from home; 16yrs or older; media release form; seeking career in media a plus; Social Media following a plus, but not required.

**Start Date:** ASAP

**Description:** We are looking for someone who is responsible, prompt, and professional. You will be working with very important and famous people in studio or at events. You will be handling mailing of prizes and letter; returning phone calls; scheduling appearances. Occasionally you will be used on air and on camera, other times you will be used to record videos and take photos.

**Duties:**

- Organizing mail/documents for staff
- Answering phone calls
- Responding to emails
- Posting and promoting on social media
- Camera work (Will train)
- On air interviewing (will train)
- Blogging