

Helen Frances Howard

helenfrances01@gmail.com | [linkedin.com/in/helenfhoward](https://www.linkedin.com/in/helenfhoward)

EDUCATION

University of Nebraska-Lincoln, Bachelor of Journalism, Jan. 2021 - May 2024

Loyola University New Orleans, Bachelor of Arts in Mass Communications, Aug. 2019 – Dec. 2020

PROFESSIONAL EXPERIENCE

Tiger Bomb Promo – Austin, TX/Chicago, IL (remote)

Radio Promo Intern, August 2024 – Present

- Collaborating with the Radio Team to assist with promotional material and copy surrounding upcoming radio campaigns
- Communicating and pitching to college radio stations about campaigns to gauge spins and tracking for the NACC
- Assisting the Radio Team with various tasks including metadata and asset organization, creating social copy, pitching tours for artists on the company's roster, and ensuring details are in order prior to campaign start dates

Ba Da Bing! Records – Brooklyn, NY (remote)

Label Intern, May 2024 – August 2024

- Compiled and organized physical and digital royalties for Ba Da Bing's 41-artist roster and their subsequent releases using Google Suite
- Wrote and created copy and promotional materials for 6 forthcoming releases, including radio and press sheets and social media content for 4k follower base
- Composed emails to digital and print music publications for coverage of upcoming releases

90.3 KRNU – Lincoln, NE

Music Director & Student Lead, May 2022 – May 2024

- Communicated regularly with promoters and record labels and handled highly confidential information regarding new releases for airplay consideration
- Created a weekly Top Adds and Top 30 Chart for the NACC to reflect the station's priorities to contribute to the overall NACC Top 200 Chart showcasing the most played music at college radio
- Hosted and curated weekly New Music Hour on 90.3 KRNU for the station's listenership
- Worked alongside faculty to lead 50+ students in cultivating audio creation and broadcast skills to create content for KRNU on air and online resulting in 4 semesters' worth of programming
- Created, managed, and scheduled 40+ social media posts for KRNU's Instagram account resulting in a 68% increase in reach.

Carpark Records – Washington, D.C. (remote)

Label Intern, Jan. 2024 – May 2024

- Collaborated with label management to compile press coverage, radio promotion, touring schedules, and outside research on the label's artists and their 6 upcoming releases
- Worked with metadata to update web stores and inventory for all Carpark imprint labels: Acute, Company, Wax Nine, and Paw Tracks
- Pitched new singles to Spotify and Apple Music for playlist placement
- Utilized Mailchimp to produce Carpark's monthly newsletter for subscribers

Terrorbird Media – Brooklyn, NY (remote)

Radio Promotions Intern, May 2023 – Aug. 2023

- Spearheaded projects with the Radio Team to create emails for Non-Comm, College, and Submodern stations weekly to provide updates on new releases and NACC Chart priorities
- Managed file assets in Filemaker and DISCO for 70+ new releases
- Designed various deliverables, including print and digital, for Terrorbird mailings

Relix Media Group – New York City, NY (remote)

Editorial Intern, May 2022 – Aug. 2022

- Collaborated with Assistant Editors to write weekly news stories for jambands.com including show recaps, single and album releases, and tour announcements
- Used InSite to perform edits for 3 issues of Relix Magazine's print publication
- Conducted research on live music events globally for relix.com's festival map

SKILLS: Adobe Audition, Adobe Premiere, Capcut, Filemaker, Airtable, DISCO, Mailchimp, Notion, Google Suite, Slack, Dropbox, Limited Run, Microsoft Suite, atVenu, Songkick, Bandsintown, Canva, InSite, 1Password, Attention to Detail, Communication, Leadership, Social Media Marketing and Curation, News and Copy Writing,