Podcast Intern
Position Description

Overview
The Podcast Intern will work with the Media Team to produce podcasts related to a sustainability-related topic of the Intern’s choice to complement the existing Office of Sustainability podcasts. This intern will work closely with the Media Manager and fellow Social Media, Web Design, Photography & Videography, and Outreach & Community Partnerships Interns.

Duties
The duties outlined below may be amended as needed. The Podcast Intern will:

• Be responsible for coordinating, writing, recording, and editing compelling interviews and other audio recordings for a podcast format
• Create audio content on a regular basis on topics of interest
• Contribute audio content for the Office’s digital publication, Synergies, and social media platforms

The ideal candidate will have working knowledge of audio editing software, recording devices, and podcast sharing platforms.

In addition to the specific duties mentioned above, the Podcast Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

• Attend weekly meetings and mandatory Office events and trainings, including Orientation
• Maintain a project journal
• Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
• Meet with Staff Advisor on a semimonthly basis (2x/month)
• Submit weekly updates to Staff Advisor
• Complete one self-assessment
• Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to the Media Manager and the Intern & Student Coordinator.