

AgeGuide Northeastern Illinois Position Description

Position Title: Podcast Production Intern

Reports to: Manager of Advocacy, Planning, and Program Development

Position Summary:

The Podcast Production Intern is an unpaid, part-time position that will assist with tasks related to communications, with a special emphasis on the creation of a podcast for AgeGuide. Specifically, the intern will support the creation of the podcast by aiding in research, editing, design, script writing, and content creation. In addition, the intern will be utilizing podcast equipment and hardware as well as voice editing and audio production software. This position will work in collaboration with the Advocacy, Planning, and Program Development Team at AgeGuide to create an engaging podcast that advocates for the long-term care facility crisis and the overall rights of older adults.

This internship role will be on-site/in-office for the majority of time, with the possibility of remote work for certain responsibilities. There is also the possibility of being in the field for certain tasks. The timeline of this opportunity is very flexible. Preferably, AgeGuide would like the intern to start as soon as possible, and work on an as needed basis. Overall, AgeGuide is very flexible regarding the timeline.

AgeGuide will work with the Podcast Production Intern's academic internship advisor to ensure requirements for course credit are met.

Major Duties, Responsibilities, and Tasks:

1. Research

- Learn how to use specific podcast equipment, hardware, and voice editing software.
- Stay current with podcast best practices.
- Search for soundproof sites for podcast recording and interviews.
- Explore podcast music.

2. Editing, Design, and Content Creation

- Assist with designing podcast logo.
- Design potential social media content to advertise and market the podcast.
- Create an introduction for the podcast.
- Edit voice recordings, interviews, and music to create the podcast story.
- Assist with preparing guest scripts and other podcast related materials.

3. Reviewing Podcast Analytics

- Research podcast platforms for posting.
- Aid in the review process of the podcast (after initial first post).
- Review the production process.
- Compile data and analytics surrounding podcast reach.
- Create suggestions and things to improve for the future.

Requirements:

- Must be at least 18 years or older and have a bachelor's degree (or is currently in the process of pursuing a bachelor's degree).
- Excellent oral and written communications skills, with the ability to communicate information clearly and concisely.
- Strong interpersonal skills, such as the ability to work effectively with others.
- Experience in creating online content.
- Knowledge of podcast best practices.
- Experience in operating podcast equipment, recording hardware, audio production software, and voice editing software.
- Effective time management skills that include the ability to successfully manage multiple tasks and priorities.
- Proficiency in Google Cloud Based programs and Microsoft Office 365 programs.
- Proficiency in using ZOOM, Microsoft Teams, GoTo Meetings, and other software used for meetings.
- Willingness to work in-office and attend potential in-person interviews for the podcast.
- Background knowledge of creating an in-house podcast and steps in the podcast production/creating process.

To apply, send a cover letter and resume to ctolentino@ageguide.org