

# PODCAST INTERN POSITION

**I ILLINOIS**  
Illinois Leadership® Center  
*Because the world needs better leaders.*

**Position Summary:** The Podcast Intern serves as the host and producer of the ILC's podcast, *Made to Lead*. This position serves as a member of the ILC's Branding, Advertising, Marketing and Outreach (BAM-O) Team.

## Working Environment:

The Podcast Intern is expected to attend mandatory training, and conduct themselves with professionalism. This position is expected to work **5-12 hours/week** during the academic year. Duties include, but not limited to: mapping out episodes, identifying and inviting guests to appear, developing episode outlines and interview questions; as well as managing the process for recording, editing, and post-productions of episodes. As a member of the BAM-O team, this position may be asked to present at outreach events.

## Required Qualifications:

- » Must be a current undergraduate student at the University of Illinois, Urbana-Champaign
- » Must have a deep interest in and familiarity with podcasts, and excellent communication, interviewing and organizational skills
- » Must be familiar and have some experience with audio editing software (such as Adobe Audition, WaveLab, etc.)
- » Must have the ability to work independently, as well as within a team, and the ability to collaborate with others from different backgrounds
- » Must be creative, organized, punctual, reliable, initiative, and have keen attention to details
- » Must own or have access to a personal computer/laptop for audio editing. Recording equipment (microphones and screen) is provided.

