

Illinois Leadership® Center – Podcast Intern

Semester: Fall 2022 & Spring 2023 (*performance contingent*)

Location: Illini Union Room 290, 1401 W. Green Street, Urbana, IL (*remote work available*)

Hours: 5-12 hours/week

Paid/Unpaid: Paid \$13/hr

Eligible for credit? Yes

Job Description

The Illinois Leadership® Center (ILC) at the University of Illinois, Urbana-Champaign is seeking a dynamic, enthusiastic, self-motivated student interested in podcast production. Founded in 2002, the ILC is a campus resource hub designed to provide comprehensive leadership education and training to all students at the University of Illinois.

The ILC has recently created a podcast, **Made to Lead**, to deliver leadership education in a fun and easily digestible way. Through interviews with prominent faculty & staff, alumni, students and other influential leaders, we want to empower our listeners to grow and develop into better leaders!

This is an exciting opportunity for a student to master interviewing techniques, develop audio editing skills, and help with shaping the future and possibilities for this podcast. This internship will give YOU the hands-on experience you are seeking in production, research, reporting, interviewing, digital storytelling and more.

Responsibilities will include (*but are not limited to*) the following:

- Serve as the host, voice and lead interviewer for the podcast
- In collaboration with the ILC staff,
 - o Map out stories for podcast episodes and various styles to tell those stories
 - o Identify and invite guests to appear on the podcast
 - o Develop interview questions and outlines for episodes
- Prep guests on specific talking points for episodes
- Prep the host for the episode (*if not serving as the host*)
- Manage the process for recording, editing and post-productions (*including marketing promotion*)
 - o Recording equipment (*microphone & screen*) is provided but must have own computer/laptop

Required Skills

- Excellent communication, interviewing and organizational skills.
- Deep interest in and familiarity with podcasts.
- Ability to be adaptive and think creatively and critically
- Ability to follow instructions, meet deadlines, and work independently.
- Ability to collaborate closely with others and an ease with people from different cultural and educational backgrounds.
- Familiar and some experience with audio editing software (such as Adobe Audition, WaveLab, etc.)
 - o Some training is provided to help with some of the technical skills for this internship.

Application Instructions

To apply, please click the link to access the application: <https://forms.illinois.edu/sec/407114314>. Applications are to be submitted between Tuesday, January 18 to Monday, February 7. Applicants will also need to submit a brief audio sample to complete their applications. Further instructions regarding the audio sample are included on the application.