

Job Title: Podcast Production Assistant - Internship

Company Name: Orange Bow CIC

Job Type: Part-time (15 hours a week: 3 days a week. 5.5 hours per day (including 30 minutes unpaid lunch break))

Contract Duration: 6 months

Location: Tulse Hill

Pay: £13.15 per hour

Start date: January 2025

Report to: Chief Executive Officer, Ryan Bakare

Holiday and Sick Leave Information

You will be entitled to statutory sick leave. The sick leave pay will be discussed and analysed with the employer.

Job Overview:

We are seeking a highly organised and motivated individual to join our young and dynamic team as a Production Assistant. This role involves multifaceted responsibilities, including podcast filming, editing, and scheduling. The ideal candidate will be passionate about the podcasting industry, possess technical proficiency in audio and video editing, and have excellent organisational skills to manage the podcast production workflow.

The role is funded by Lambeth's ELEVATE programme which aims to get young people from underrepresented backgrounds into the Creative and Digital sectors. To meet the needs of this role, you will need to be:

- Lambeth resident (with the exception of Lambeth care experienced young people)
- 16 to 24 years old
- Not currently in education, employment or training

Key Responsibilities:

Podcast Filming:

Set up and operate video recording equipment for podcast interviews or recordings.

Ensure high-quality video and audio capture during podcast sessions.

Collaborate with hosts and guests to create a visually engaging podcast environment.

Podcast Editing:

Edit audio and video content to produce polished and professional podcast episodes.

Enhance audio quality, eliminate background noise, and ensure seamless transitions.

Incorporate music, sound effects, and other elements to enhance the overall podcast experience.

Podcast Scheduling:

Coordinate and schedule podcast recording sessions with hosts, guests, and other team members.

Manage a calendar of podcast release dates and ensure timely episode delivery.

Communicate with hosts and guests to confirm recording times and provide necessary information.

Technical Support:

Troubleshoot technical issues related to audio and video equipment during recording sessions.

Stay up to date with the latest podcasting technology and recommend improvements to enhance production quality.

Required Interests

Candidates should be interested in the following:

- Audio Production
- Podcasting
- Creativity and Curiosity
- Editing

Benefits from the role

- Improved technical skills
- Improved Soft Skills. For example, communication and organisation
- Improved production skills

Application Process

Applicants will be required to submit a curriculum vitae and cover letter. The cover letter should be around 250-400 words. Furthermore, the cover letter should highlight creativity & personality, willingness to learn and attitude to work.

If you have any questions or would like to know more, please contact Micah on micah.ingram@orangebow.org