

THE CROSSROAD
PODCAST PRODUCTION INTERN
JOB DESCRIPTION | FALL 2021

ABOUT THE CROSSROAD

The Crossroad aims to help transform society through equipping leaders, empowering organizations, and redefining what it means to be a person of influence. Through the power of value-based decision making, we invite people to take ownership of their journey. The Crossroad provides practical tools for living a life of influence. These tools equip people and organizations to impact the world through transformed character, effective leadership, and cultural engagement.

The Crossroad is a collection of resources that invites leaders to make choices that align with their true character and influence the world around them. **Yellow Balloons** is one resource that takes a deep dive into the three things you can control—one of the Servant Leadership Tools (another resource)—to explore the power of perspective to transform individuals and organizations.

The Podcast Production Intern is responsible for assisting in the production and maintenance of The Crossroad's audio content.

REQUIREMENTS

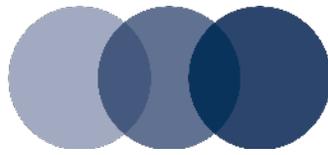
- 10 hours per week (can work up to 20 hours per week)
- Internship credit (if desired)
- Communication and collaboration with **Media Manager**
- Pay: \$20/hour
- Must have your own computer with ability to download editing software

RESPONSIBILITIES AND DUTIES

- Write concise summaries of recorded podcast content within house style and formatting guidelines
- Edit ~2 minute audio devotionals maintaining a schedule and meeting deadlines
- Review and post edited podcast content and transcripts as needed
- Assist as in the production and maintenance of The Crossroad's audio products
- Flexibility with taking on other digital content production projects as they come up

SKILLS AND QUALIFICATIONS

- Ability to meet deadlines and maintain an organized and effective workflow
- Experience in editing audio or video content



- Strong writing skills
- Experience with Wordpress is a bonus, but not required
- Flexibility, organizational skills, creativity, adaptability, eagerness to learn, and passion for podcasting