

**Title**

Podcast Production Intern

Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, Upper House Fellows Program, and STUDIO. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Position

The Podcast Production Intern—a part-time position averaging 9-15 hours per week—reports to the Director of Technology & Media and assists in three areas of the Foundation's work: (1) Assisting in digital production of Foundation content for STUDIO, (2) Hosting external group gatherings in the Upper House space, and (3) Participating in weekly meetings with the intern team and supervisor(s), designed for professional and spiritual development.

Responsibilities

1. Digital Production for STUDIO

- Learn the art form of podcasting by working on The UpWords Podcast, student podcast, and special podcast series.
- Assist the Director of Technology & Media with setup for in-person and virtual podcasts.
- Edit Foundation audio and video forms of podcasts.
- Upload Foundation media to podcast hosting sites (Capitivate, YouTube).
- Create intro videos and other forms of media for Foundation events, as assigned.
- Engage podcast analytics for reporting, trends, and development of future media.
- Engage guests on a podcast by planning, working with podcast hosts, and managing the administrative side of podcasts.

2. Hosting & Supporting External Groups

- Facilitate the setup and reset of the physical space, food, and technology, for external group reservations.
- Be available to direct guests and answer questions during external group reservations.
- Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.

3. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Supervisor(s) once per week to build team dynamics, review previous programs, prepare for upcoming programs, and discuss spiritual development reading assignment.
- Meet once per week with supervisor (Director of Technology & Media) for training and planning, to execute on Responsibilities 1-2 listed above.

Qualifications

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity.
- Heart for communicating the gospel to the university community.
- Previous experience with media production, preferred.
- Ability to learn systems quickly.
- Strong interpersonal skills.
- Strong leadership skills, including maturity, humility, responsibility, and initiative.
- Flexible schedule.