Mansfield Center Global Leadership Podcast Internship

The Maureen and Mike Mansfield Center, the Rocky Mountain West’s premier center for Asia relations and ethics in public affairs, is looking for a motivated and hardworking podcast intern to support the Center’s community outreach efforts through the Mansfield Global Leadership Podcast. Interns would have the opportunity to work with Mansfield Center staff on all aspects of podcast creation on a wide variety of topics including leadership, foreign relations, economics, foreign cultures and more.

Job Duties and Responsibilities:
- Pre-recording preparation including compiling interview questions and biographical information on selected speakers
- Conducting and recording podcast interviews
- Recording selected Mansfield Center events
- Post-production audio editing
- Transcribing podcasts to meet all ADA requirements

Qualifications:
- Experience with audio editing and audio editing software such as Audacity
- Excellent communication and writing skills
- Ability to work independently

Compensation:
This is an unpaid or work-study internship for 5-10 hours a week that offers extensive experience. Academic credit is available if desired. The Mansfield Center is willing to work with interns to tailor the internship to meet their academic needs.

Dates of Internship:
One semester to one year

To Apply:
Resumes, references, availability and a work sample should be emailed directly to Caitlin Sager at caitlin.sager@mso.umt.edu.

Deadline for Applications:
Applications accepted on a rolling basis