



Podcast Producer

Paid Part-time Position
Eligible for Internship Credits

The Scout is an award-winning student news media organization at Bradley University. We cover any news, sports and entertainment/pop culture that is relevant to the Bradley community. The Scout offers a wide range of media products, including 3,500 copies of print newspaper every Friday during semesters, email newsletters, podcasts and many more.

Weekly responsibilities

The Podcast Producer is responsible to produce three podcasts (one for each section) each week, with the specific responsibilities listed below:

- Collaborate with section editors for podcast ideas
- Facilitate and schedule interviews with guests/interviewees
- Produce, record and edit podcasts

Skillset desired through experience and/or classroom work

- Any background in journalism is preferred
- Good verbal communication skills
- Great interpersonal skills
- Previous audio production or editing experience is a plus, but not required
- Deadline-orientated and detail/accuracy focused
- Good time-management skills
- Good writing/editing skills is a plus
- Willingness to learn and to work with others

Thank you for your interest in the Podcast Producer position at The Scout. Interested candidates should submit their résumé and previous work samples to Apply@BradleyScout.com with “Name – Podcast Producer Application” as the subject line of the email. Or visit BradleyScout.com/Apply to submit your application.

If you have any questions regarding the position, please contact the email listed above.