



Podcast Production Volunteer Intern

The Cade Museum for Creativity & Invention (Cade Museum), a non-profit 501(c)3 located in Gainesville, Florida, is seeking an enthusiastic, detail-oriented, and committed volunteer intern to assist with the development of the museum's podcast within the Product Development Department.

Department | Product Development

Classification | Unpaid internship

Reports to | Product Development Manager

Schedule | Part-time 10-15 hours/week, between 9am and 3pm Monday-Friday.

Internship Duties:

- Assist with market research
- Assist with coordination of interviews and recording sessions
- Assist with development of storyboards and discussion guides
- Assist with updating the planning calendar and recording schedule
- Assist with episode production, editing, promotion, and planning
- Special projects as assigned

Qualifications:

- Experience in audio journalism or production
- Experience using podcast recording equipment, editing tools, and software
- Can prioritize multiple projects and deadlines
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office 365

How to Apply:

Submit a resume with cover letter to: churtado@cademuseum.org with "Podcast Production Intern" in the subject line.

904 South Main Street
Gainesville, FL 32601
352.371.8001
cademuseum.org