

**TITLE:**

The Polaris Network | Podcast Production Intern

Job Type: Internship

Location: Los Angeles, CA

**SUMMARY:**

At The Polaris Network, we are passionate about culturally-relevant digital content, and we're looking for a bright, hungry, and talented Podcast Production Intern to oversee the production of podcasts from start to finish. You will be on the ground floor of an exciting, new, online media network for a cross-cultural audience. We eat, breathe, and sleep culture, and so should you!

The ideal candidate will be responsible for creating episode concepts, researching/ booking guests, and maintaining the production timeline. This position requires someone who is well versed in podcasting, in-tune with pop-culture, and extremely organized. Experience producing and managing podcasts is essential for success in this role. We are looking for individuals that are self-starters and interested in gaining podcast experience. This is an unpaid internship and candidates have the option of receiving college credit or experience.

**RESPONSIBILITIES:**

- Manage and maintain production schedule and development
- Help brainstorm, suggest, pitch and create fun content ideas for segments and episodes
- Assist with the filming, recording and editing of episodes
- Research potential guests from a given criteria
- Book and prep all podcasts guests
- Use online podcasting platforms to research, find, listen, and collect potential podcast content
- Undertake errands as assigned
- Transport production equipment
- Plan audio setup and equipment needs
- Setup sound recording equipment on set and properly mic talent
- Monitor recording and deliver properly mixed tracks
- Thrive in a fast-paced environment
- Work remotely

**QUALIFICATIONS:**

- A passion for the podcast space
- Ability to work with various hosts developing rundowns & show content
- Past podcasting experience is a plus
- Strong research and communication skills
- Proficiency in sound recording, video editing, and/or audio editing
- Access to high-speed internet
- Access to efficient hardware
- Must be able to work in a fast-paced startup environment and work culture
- A self-starter mentality. You must be able to work without micromanagement
- No problem meeting deadlines
- A positive attitude and an eagerness to learn

**REQUIREMENTS:**

- All candidates must be eligible to work in the US
- All candidates must be at least 18 years old
- All candidates desiring to receive college credit must currently be enrolled in an accredited college or university and take at least one class – OR – be a recent graduate of an accredited college or university within the last 18 months in order to qualify for this internship
- All candidates must be able to have a consistent, reliable work schedule throughout the session
- This will be an unpaid internship and will be fully remote
- All candidates must be willing to work 15 hours/week

**LIFE AT THE POLARIS NETWORK:**

At The Polaris Network, we believe our work benefits from the diverse perspectives of our team. As such, The Polaris Network celebrates inclusion and is committed to equal opportunity employment. At The Polaris Network, you can expect:

- A supportive, inclusive atmosphere on a team that values your contributions
- The ability to learn about the digital media and entertainment space from industry veterans
- Opportunities for personal and professional growth via work experience.

The Polaris Network is a leading online media network, offering a wide variety of culturally relevant content across a wide variety of both podcasting and subscription-based platforms. As a black-owned, minority-led startup, The Polaris Network is dedicated to becoming a beacon of truth and freedom for underrepresented audiences. The Polaris Network has produced multiple podcasts, documentaries, and unscripted series, including the “Taco Tuesday Podcast,” “The Popup Shop,” “No Church In The Wild,” and “The Cul-De-Sac” among others.

The Polaris Network is proud to be an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to, and will not be discriminated against based on age, race, gender, color, religion, national origin, sexual orientation, gender identity, veteran status, disability or any other protected category.

The Polaris Network focuses on Entertainment, Video, and Social Media. Our company has offices in Los Angeles. We have a very small team that's between 1-10 employees.

You can view our website at <https://www.polarisnetwork.tv> or find us on Instagram, Twitter, Facebook, and LinkedIn

For consideration, please kindly submit your cover letter and resume to [polarisnetworktv@gmail.com](mailto:polarisnetworktv@gmail.com).

\*Due to a high volume of incoming submissions, we will only respond to potential candidates under review.