



# BHARATI COLLEGE

University of Delhi



## OPUS

Training and Placement Cell

### Internship Opportunity

PROFILE

**Podcast Production Assistant (Intern)  
under Ms. Rinku Madan**

DURATION

**3-6 Months**

SELECTION

- **CV Shortlisting**
- **Personal Interview**

ELIGIBILITY

- **All Courses, All Years**
- **Bharati College students residing in Faridabad**

STIPEND

**Negotiable**

MODE

**In-Office**

LOCATION

**23-B, HSIIDC Industrial Estate, Sector 31,  
Faridabad, Haryana 121003**

\*Bio: Ms Rinku Madan, is a food writer, consultant and luxury lifestyle writer.

*Click here* - 

# **JOB DESCRIPTION**

## **REQUIREMENTS**

- **Excellent research skills for information over the internet.**
- **Awareness of the current podcasting landscape and the latest trends in podcast production.**
- **Organisational skills.**
- **Social media savvy, aware of the latest trends and how to use them to boost the visibility of the podcast**
- **Any experience with video editing is a plus.**

# **JOB DESCRIPTION**

## **RESPONSIBILITIES**

- **Assist with the content creation**
- **Research for podcast**
- **Communicate with guests**
- **Help with the scheduling of the interviews**
- **Assist in creating social media assets (Instagram posts etc.)**