

#### 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

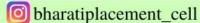
LOCATION 23-B, HSIIDC Industrial Estate, Sector 31,

Faridabad, Haryana 121003

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







# **JOB DESCRIPTION**

# <u>REQUIREMENTS</u>

- 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.)