HIRING: INTERN, PODCAST ASSISTANT

Continuum Media Network is looking for a motivated intern to join our team of podcast professionals. This will be entirely remote, working with an international team. You are a great multi-tasker and an expert juggler of moving parts, projects, and deadlines. A keen eye for online research and expert googling skills are a must.

About Continuum
Continuum is a global feminist incubator devoted to cultivating and sharing a radically authentic, intentional, interconnected feminism. Continuum seeks to feed your inner-feminist and foster your outer-revolutionary. Ours is a feminist vision of the beloved community where patriarchy is radically challenged through the collective. We are content creators and curators, as well as a growing movement of everyday change makers. Our community is international, intergenerational, and diverse by design. More brains, more ideas, more power, more action is how we do revolutionary change.

Continuum Media Network, a division of Continuum, produces the Radicals & Revolutionaries Lab podcast (R&R Lab), among others in development.

Responsibilities:
1. Support podcast production team with:
   - Update our Bookshop.org site.
   - Guest outreach and interview scheduling as needed.
   - Problem solving any tech issues associated with remote recording.
2. Research and write 1-page guest briefs detailing the background and work of each guest prior to interview.
3. Support with outreach to other podcast where we cross-promote our work.

Qualifications:
- Working toward an undergraduate or graduate degree, or equivalent professional experience. Complete degrees are also most welcome.
- Demonstrated interest in podcasts, feminism, online content production, and strategy.
- Keen online research skills; MUST know the ins and outs of googling.
- Excellent writing skills and professionalism on email.
- Ability to handle fast-paced workload while prioritizing multiple projects simultaneously.
- Has own laptop and Microsoft Office suite (we will not use google docs for everything) available for work. (required)
- Working knowledge of feminist politics as they sit now and understanding of feminist history/theory (always an asset).

Time & Location Commitment:
5 hours per week, for 3 months. Working remotely with weekly meetings via Skype/Zoom/phone. We are looking for someone that is dedicated to the mission of our organization and able to work with a flexible schedule.

Compensation: Lifetime scholarship into our digital community, Continuum Collective, and into our private group of changemakers learning to take their feminist practice to the next level.

How to apply:
Please send your CV/resume and a cover letter to info@continuumcollective.org by August 31, 2021. Please note: Applications will be reviewed on a rolling basis. Use “CMN Intern” as the subject line of your email submission.