

Role Description

Job title: Podcast Officer

Reporting to: Head of Media and Communications

Hours: 8-10 hours per week + Full-Time during Summit Week

Location: Canberra

Purpose of the Position

The position of Podcast Officer stands as a role within the Australian Crisis Simulation Summit (ACSS) team. The role engages directly and oversees the logistics of communications with external and internal stakeholders.

As PO, you will be responsible for the research, recording, editing, and publishing of 4-6 podcasts leading up to Summit Week. This position requires a high level of engagement and consultation with potential podcast guests who may be key academic consultants, industry professionals, internal and external stakeholders, and other ACSS team members. You will also be coordinating podcast content with the Crisis Operations team to ensure that all podcasts offer a valuable learning experience for delegates before Summit Week.

Responsibilities and Duties

- Researches, records, edits, and prepares 4-6 podcasts for publishing and promotion through ACSS channels. All administration, research, recording, and blurb is created by the team member.
- Seeks out and engages with potential podcast guests who may be academic consultants, industry professionals, internal and external stakeholders, or other ACSS Team members.
- Works closely with the Crisis Operations team to ensure that all podcast content remains relevant to the content of the 2024 Crisis Simulations.
- Coordinates and encourages the entire ACSS team to create podcast content.

- Previous experience with Adobe Audition is preferred, but not required. Set and adhere to appropriate timelines to meet project deadlines and execute task timeframes.

Academic and trade qualifications

Essential qualifications

- At least be in your second year of studies at the Australian National University.

Desirable qualifications

- Studying international relations, security studies, arts, business, law, legal studies, humanities, philosophy or economics.
- Have a strong interest in domestic/international security and/or world affairs.

Work experience and skills

Essential experience

- Proven leadership position/s

Desirable qualifications

- Experience in a high-intensity work environment with the ability to adapt quickly to changes
- The ability to make short, quick decisions under pressure

Personal qualities and behavioural traits

Essential qualities or behaviours

- Proven strong organisational skills
- Proven leadership skills and/or positions
- Strong written and verbal communication skills
- Strong interpersonal skills

Relationships/Report to

Details of relationships relevant to this role

The role of the Podcast Officer is to liaise directly with the wider executive team, reporting directly to the Head of Media Operations.