

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Audio Podcast

Location: New York Office

Pay rate: \$18.00/hr

Founded in 1921, the Council on Foreign Relations (CFR) is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 5,000+ members are leaders in international affairs and foreign policy. CFR also publishes *Foreign Affairs*, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

CFR's Blavatnik and Robina Franklin Williams internships give selected interns the opportunity to receive training in the field of foreign policy; as well as skills training in areas such as writing, research, and program planning and much more.

CFR's podcasts seek to explain pressing international relations issues to a new, wide audience. Under the umbrella of the Digital Content team, the Podcast intern will prepare research briefings on episode topics, and aid in other logistical and production-related tasks.

The major responsibilities of this position will include (but are not limited to):

- Prepare research briefings on upside topics, including compiling and highlighting articles on multiple subjects, uncovering fresh angles and points of interest, and assembling lists of speakers and guests
- Edit photos and audio, copyedit news stories and multimedia projects, and review and edit transcripts
- Assist with bookings, interviews, scripting of episodes, clip research, and audio editing and production
- Support the team with administrative tasks, including transcript editing and applications for festivals, awards, etc.

Qualifications:

- Undergraduate or graduate student with a focus on journalism, communications, international relations, political science, or a related field
- All applicants should have completed the equivalent of four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Strong foreign policy research and creative writing skills
- Proficient understanding of the podcast space
- Previous journalism, web, communications, or multimedia experience a plus
- Proficiency in Microsoft Office Suite and Google is required; Proficiency in ProTools is a plus

CFR's internships are funded by the generous gifts of the Blavatnik Family Foundation, Robina Foundation, and the Franklin Williams Family.

The Council on Foreign Relations (CFR) is committed to fostering a foreign policy community in the United States that is more representative of American society, recognizing that diverse backgrounds and perspectives contribute to broader, more informed participation in the foreign policy debate and lead to an enhanced understanding of the world and the United States' role therein. To that end, CFR is dedicated to continuing to advance diversity, equity, and inclusion (DEI) throughout its work and workplace by building a more diverse membership and staff, producing and dispensing thoughtful analysis on a broad range of foreign policy issues, and developing relevant, wide-reaching programming that also serves to expand the foreign policy talent pipeline to underrepresented populations.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.