

**Council on Foreign Relations**  
**58 East 68 Street, New York, NY 10065**  
[humanresources@cfr.org](mailto:humanresources@cfr.org)  
[www.cfr.org](http://www.cfr.org)

**POSITION ANNOUNCEMENT**

**Title:** Intern, Digital Content, Podcast Audio

**Location:** New York Office

**Pay rate:** \$17.50/hr

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

As the podcast department continues to expand, it is in search of an intern to assist in the creativity of competitive audio content, and growing CFR's podcast brand. The intern will be hugely beneficial in speeding up our audio editing and cleanup capabilities. They will focus on these fundamental audio tasks on several shows of varying production elements with the team.

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

- Navigate and advise on podcast audio technology and troubleshooting
- Record interviews as well as editing and cleaning up linear and non-linear audio
- Exporting, conducting quality control, and uploading final deliverables
- Sourcing and building audio clips for the Why It Matters podcast

**Qualifications:**

- Undergraduate or graduate student focusing on audio production, audio editing, sound design/technology, or related field
- Students 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
- Previous podcast, audio/dialogue editor experience a plus
- Proficiency in Pro Tools and MAC products

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

The Council on Foreign Relations is an Equal Opportunity Employer. Quality, diversity, and balance are the key objectives sought by the Council on Foreign Relations in the composition of its workforce.