Podcast Officer

National Team – Supporting Role

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Purpose of the Role

The Podcast Officer is responsible for producing content for, and supporting engagement with, Pint AU's "Pod of Science" podcast, to enhance and promote Pint of Science Australia's science engagement activities throughout the year, including the annual Pint of Science festival.

This role plays a pivotal role in fostering strong relationships with festival speakers, highlighting Australian research in a fun and engaging way, and supporting the public's engagement with podcast content.

Position in the Organisation

With guidance from the Director, Media and Communications, the Podcast Officer(s) will work collaboratively with members of the Media and Communications team, wider national team, and podcast speakers, to plan and develop podcast episodes and drive public engagement with Australian research via Pod of Science.

The Podcast Media Officer is expected to attend regular meetings with the Director, Media and Communications.

Key Responsibilities

- Under the direction of the Director, Media and Communications:
    - Collaborate with researchers, podcast hosts and Pint AU volunteers to assist in producing quality audio content that engages diverse audiences and enhances the public's understanding of science through "Pod of Science".
    - Plan relevant podcast episodes around upcoming initiatives and the annual festival.
    - Monitor podcast analytics and audience feedback to evaluate performance and inform content strategies.
    - Stay informed on emerging trends and best practices in podcasting, science communication and digital media.
- Collaborate with other members of the Media and Communications team to support distribution of "Pod of Science" content across Pint AU's social media channels.
- Demonstrate clear communication, integrity, and accountability, to contribute to a supportive, inclusive, respectful and collaborative team culture.

Expected Time Commitment

3 – 5 hours per week.. As the role may involve engagement with external speakers and other relevant stakeholders, at times you may be required to be available through normal business hours.

Term

This position is being filled for one Pint of Science Australia season (July of the current year, until end of June the following year). This term may be extended upon mutual agreement between the incumbent and their supervisor.

Key Selection Criteria

Essential
- Excellent written and verbal communication skills.   - Confidence in contacting external stakeholders and hosting podcast episodes.   - Proficiency in audio editing software and podcast hosting platforms.   - Strong storytelling skills with the ability to translate complex scientific concepts into engaging podcast content for a non-specialist audience.   - Strong time management and organisation skills.   - Passion for promoting science engagement and advancing the organisation's mission.

Desired
- Experience in a previous podcast, communications or media role.   - Experience in audience development, digital marketing, or social media management is advantageous.

Application Process

If you feel you meet the requirements of the role, please apply by sending your resume and a cover letter addressing the key selection criteria to:

Talita Raglus
Director of Media and Communications
media@pintofscience.com.au