STEAR Podcast Officer 2025

*Duties and Responsibilities*

* Assist in the planning, production, and editing of STEAR’s podcast episodes
* Conduct outreach to potential podcast guests and coordinate interview logistics
* Host and moderate podcast interviews as needed
* Draft episode scripts and prepare background research briefs
* Edit audio and video content using appropriate software
* Collaborate with the Communications Team to align podcast promotion with broader communications strategy
* Coordinate episode publishing schedule and assist in podcast distribution

*Qualifications*

* Age 18 - 30 (Student, Recent Graduate or Young Professional
* Experience with video/voice editing software
* Excellent command of spoken and written English
* Experience using audio and/or video editing software (e.g., Audacity, Adobe, Capcut, GarageBand, etc.)
* Ability to work with different internal and external stakeholders
* Experience working in a multicultural organisation
* High level of professionalism and attention to detail
* Interest in Asia-Europe relations and related affairs

*Hours of Commitment:* 5-6 hours/week approximately

*Duration:* May - December 2025

*Report to:* Podcast Manager

Please submit [the application form](https://docs.google.com/forms/d/e/1FAIpQLScGfOnpfZZHpFD4jkjHBAyNK07yebDnIyLUmd1-32pMYzTX_A/viewform), including your CV and your cover letter. If you have any questions about this role, please feel free to email [stearpresidents@gmail.com](mailto:stearpresidents@gmail.com)