STEAR Podcast Manager 2025

Job Descriptions

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*Duties and Responsibilities*

* Lead and manage STEAR’s Podcast Team, overseeing the production of all podcast episodes
* Plan and assign tasks to podcast team members, ensuring smooth coordination and timely delivery
* Conduct outreach to potential guests and coordinate episode scheduling
* Host and moderate podcast interviews as needed
* Edit and review podcast episodes
* Organise and lead bi-weekly team meetings to review progress and discuss upcoming content
* Collaborate with the Communications Team to integrate podcast content into STEAR’s broader strategy

*Qualifications*

* Age 18 - 30 (Student, Recent Graduate or Young Professional)
* Excellent command of spoken and written English
* Demonstrated experience in team leadership and coordination
* Relevant experience
* Experience using audio and/or video editing software (e.g., Audacity, Adobe, Capcut, GarageBand, etc.)
* Ability to work with different internal and external stakeholders
* Time management & a high level of organizational skills
* 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:* President

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)