

Unspoken Production Assistant

About Touch

Touch Cleveland LLC is a mission-based marketing and public relations firm committed to community and business development. We are a forward-thinking, creative firm looking to contract a production assistant to help manage and produce Touch Cleveland's podcast Unspoken.

Unspoken: Community & Business Conversations aims to address taboo topics and root causes to issues affecting families, businesses and communities. Unspoken airs live every Wednesday evening and produces a special docuseries on a topic of interest each year. The ideal candidate should be able to maintain an unbiased opinion and possess a natural passion for researching and delving into hot topics.

Responsibilities

- Identify and conduct outreach to prospective guests for Unspoken Live
- Identify and conduct outreach to prospective sponsors and advertisers
- Track and maintain list of previous and prospective guests
- Track and maintain lists of previous and prospective subjects, trending topics and contentious themes
- Research information to support subject matter for Unspoken Live and Unspoken Docuseries
- Work with content coordinator to develop social media posts
- Create 15 second to 1 minute commercials from previous episodes
- Other duties as assigned

Qualifications

- Excellent written and oral communication skills
- Excellent interpersonal skills
- Detail oriented and organized
- Ability to set and adhere to deadlines
- Ability to work sufficiently without supervision
- Strong work ethic and positive attitude

Requirements

- B.A. in Marketing, Communication, Public Relation or related experience
- Proficient in Microsoft Office suite, Canva
- Intermediate knowledge of social media platforms
- Intermediate knowledge of podcasting
- Intermediate knowledge of video producing and editing
- Must own laptop and have access to high-speed WiFi

Position 6-month to 1-year contract

Wage Part-time (10-15 hrs per wk) \$25 hr.

Contact Send resume and cover letter to brand@touchcle.com