



Podcast Logistics

Updated 6/4/2023

Podcast Logistics Prerequisites

- Be 15-18 years old
- Be responsible
- Be organized

General

The Podcast Logistics job is to oversee and coordinate GEM girls talk. This includes, but is not necessarily limited to, finding episode Guests, reaching out to episode Guests, coordinating discussion and recording times.

Episodes

Each episode will have a Guest speaker. Coordinate with the Podcast Host and Co-Host to decide the best option concerning the topic for that episode. Once you have decided on a person to contact, it is your job to reach out to them, find out if they are available, book them for that episode, and schedule discussion and recording times.

Contact:

Contact Podcast Host and Co-Host for guest ideas, discussion, and recording.