



Podcast Production Intern: *Closed for Maintenance*

Tot Spot Media LLC | Hybrid (Charleston, SC area) | ~5–10 hrs/week

About the Role

Closed for Maintenance (CFM) is a top-ranked podcast (top 5% globally) exploring the messy middle of faith, life & becoming: covering career, friendships, finances, family, faith, and love. We're looking for a detail-oriented, creative intern to help support the growing content ecosystem behind each episode, from guest booking through final publish.

This is a hands-on opportunity to learn how a professional podcast operation *actually* runs: production, content strategy, community building, and brand systems, working directly with host and founder of Tot Spot Media LLC, Natasha Weston.

What You'll Do

- Support execution of the **Episode Ecosystem**: Approximately 25 pieces of content generated per episode (social captions, show notes, YouTube descriptions, hashtags, email copy, reel/clip recommendations, thumbnail direction, and more)
- Help prep for and coordinate **recording sessions**, both in-person and virtual following established SOPs
- Assist with the **guest booking process**: outreach tracking, scheduling, sending prep materials, and pre-interview research
- Support the **content calendar** and help keep publishing timelines on track across podcast, YouTube, and social
- Help maintain the **analytics/metrics tracker** for episode performance
- Assist with **email announcements** and newsletter content tied to episode drops
- Other production and content support as the season's rollout requires

What We're Looking For

- Organized, reliable, and comfortable following documented processes (SOPs will be provided)
- Strong writing skills and attention to brand voice/tone
- Comfortable with (or eager to learn) tools like Google Suite, Riverside, Mailchimp, KIT (Formerly ConvertKit), Canva, and social scheduling platforms
- Genuinely interested in podcasting, content strategy, or personal branding
- Based in or able to travel to the Charleston, SC area for occasional in-person sessions
- Self-starter who communicates well and asks questions when unsure

Logistics

- **Location:** Hybrid- most work remote, with occasional in-person availability for recording sessions and/or meetings in the Charleston area
- **Hours:** Approximately 5–10 hours/week, flexible around your school or work schedule
- **Compensation:** Unpaid
- **Start date:** Fall/Winter 2026

How to Apply

Submit an application [here](#) or send an email about why you're interested, along with your resume and any relevant work samples (writing, social content, video editing, etc.) to hello@natashaweston.com.

Tot Spot Media LLC is the production home of Closed for Maintenance, hosted by Natasha "Tottie" Weston.