

November 2018

Podcast Team Job Description

CITP is looking for 1 or 2 people to share the responsibility for editing and posting the sermon podcasts. Team members would take turns throughout the year.

This work can be entirely done from home. The goal is to have the edited podcast be available on the website within 24 hours.

The tasks for podcast team members are:

- (One time) Install the Audacity audio editing software on your home computer.
- Download the raw recording file from a Google Drive location (it is placed there automatically by a laptop that records the worship service).
- Edit the raw recording to isolate the scripture readings and sermon section to produce an MP3 file (and test the quality of the resulting file).
- Upload this MP3 file to the CITP website and replace the previous sermon podcast reference on the home page.

Training will be provided for all of these tasks and full process documentation is also available.