



**Podcast Show Researcher**  
Interview Connections

Interview Connections is seeking to add its next superstar to our rapidly growing team! Podcast Show Researchers support our Booking Agent team by researching podcasts that fit our clients' target audience and podcasting goals while keeping within a set criteria for quality, as well as cultivating relationships with hosts to be part of our network. Candidates must be able to work in our Cranston, RI office 3 days per week and may work remotely 2 days per week. ***However, we are currently remote indefinitely due to COVID.***

Candidates must be strong in time management, database management & data entry, and ability to work at a fast pace. Superior attention to detail is a must, as each client has different criteria that they look for in podcasts.

**Responsibilities Include:**

- Reach or exceed Show Researcher KPIs for number of lists and shows per day
- Understand each client's goals & target audience and effectively find shows that match their criteria.
- Formulate effective and efficient research processes.
- Document, report, and present research findings to management and Booking Agent teams.
- Use feedback from clients & booking agents to adjust research criteria if necessary.
- Keep all databases neat and updated
- Communicate with hosts of podcasts researched to cultivate relationships
- Creating opportunities for hosts to be a part of our network and opening up more opportunities for our agents to pitch

Podcast Show Researchers are expected to meet and exceed specific key performance indicators (KPIs) around new shows researched per day.

**Requirements of the Position**

- Must have strong written communication skills
- Must be able to work well under pressure and THRIVE working under constant deadlines

- Must be comfortable working on repetitive tasks while maintaining focus
- Must enjoy a fast-paced work environment
- Must be flexible and comfortable with change

### **Compensation and Benefits**

\$14/hr

Health and dental available

PTO and Sick Time

### **How to Apply:**

Email your cover letter and resume to [matt@interviewconnections.com](mailto:matt@interviewconnections.com).

### **About Interview Connections**

Interview Connections is the leading podcast booking agency in the world. The company was founded in 2013 by Jessica Rhodes. Co owned by Jessica Rhodes and Margy Feldhuhn, Interview Connections works with successful service based online entrepreneurs who want to leverage guest expert appearances on podcasts to build more brand awareness in their business.

The Interview Connections team of Booking Agents are the podcast powerhouses behind many of the record breaking book launches you've seen today, with clients such as Ali Brown, JJ Virgin, Perry Marshall, other authors you may know, and numerous PR agencies who hire them for their podcasting savvy and booking skills.

Jessica and Margy are committed to ongoing philanthropic work in their local community. Margy is very active in animal rescue, and organizes a yearly fundraiser called Art for Animals. In 2019 she was recognized for her efforts with a "Humane Heroes" award. Jessica is an active member of her son's public school Design Team where she is helping to improve the student experience. She is also a volunteer for Foster Forward where she mentors a 17 year old girl in foster care.