

FAQ about joining MTI Countdowns (includes Japan Top 10 & KTop 10):

1. What positions are available on the podcast?

A: We are always looking for ambitious members of the public to join our podcast team. We have a variety of positions available to interested members in the public, all the time and listed on this current website (mymti.org). A list of most of your responsibilities and required key skills will be listed on the website. A greater comprehensive list of your responsibilities will be outlined in your interview. You can ask questions during the interview regarding your understanding of your role(s) and responsibilities, as well. **If there is a position that you would like to be involved in that we haven't mentioned before, feel free to suggest it to us and we will let you know if it is an applicable position for our podcast.**

2. How much do I have to commit to the podcast?

A: It varies significantly depending on the role you want to undertake and which show you decide to join. It is also significantly different with each person. We assign tasks to staff members to complete and because of variations behind each individual's skills, we cannot give a timeframe on how long that task would take to complete (though you may estimate for yourself through reading the list of responsibilities). On this page (<https://mymti.org/current-openings/>), we provide a rough estimate for how much you need to commit based on the number of episodes you would need to work on OR how often you could possibly receive a newly assigned task. HOWEVER, THESE ESTIMATES CAN FLUCTUATE, usually based on staffing levels. Your minimal level of commitment will be noted on your offer letter, once you have successfully been accepted on the podcast, to delineate how much you will be required to be available in order to maintain your position on the podcast. This will be reflective of what would be discussed during the interview, so there won't be any surprises.

3. What are auxiliary positions? How do they differ from current openings?

A: Auxiliary positions are on-call positions where members will only be called to do an episode if a current regular member cannot make it for an episode. The process to be an auxiliary staff member will be the same as a current opening and training will be provided right after. The start date will vary depending on staffing levels. Please note if there are current full-time openings, auxiliary positions will not be filled, meaning all those who apply to that position will be taken as a current full-time staff. If there is no current openings, all applicable staff will be taken as an auxiliary staff (if the position offers such possibility). Also, auxiliary staff will have priority to take over a full-time staff position vacancy and will be required to do so, UNLESS there are ongoing opportunities members who are also interested in taking the regular position. Please note, in order to keep your auxiliary position, we must be able to offer you one episode to complete within a 6 months period and you must be able to take on at least one episode within the 6 months period.

4. What are ongoing opportunities? How do they differ from current openings?

A: If a position does not have any current openings or auxiliary positions, we will still allow applicants to apply to certain positions. These positions will denote that it allows ongoing opportunities. If a position has current openings or auxiliary positions available, ongoing

opportunities will not be applicable to that position; all applicants will be taken in the podcast after a successful interview and/or an application. If an ongoing opportunities applies, interested applicants will follow the same steps to join as if it was a current opening (fill the online form listed on mymti.org to indicate interest -> schedule an interview -> complete and be successful at a possible application), however once the candidate is successful, training will not be immediately provided as they will not be immediately taken in. Successful applicants of ongoing opportunities will be kept on file for up to 12 months from their the date of being successful at obtaining the position. If there is a vacancy in the position between the 12 months and there are no auxiliary staff, the candidate will be notified and receive immediate training from the appropriate staff members to begin duties on the podcast.

5. Do I have to be a certain age to apply and join the podcast?

A: As to ensure we follow strict legal guidelines regarding employment and intake of non-paid members of the public, we ask all applicants to be **at least 18 or over in the age of the country they reside in.**

6. Can I apply to more than one position at a time?

A: We ask all applicants to focus on ONE opening position that is listed on our website. Although you may request to us additional positions to take on, we would like all new staff members to focus on one primary position listed on our website (or positions if it is listed in a combination with another). We may discuss with you additional positions that you might be interested in during the interview, but that would be up to our discretion to make, depending on what you indicated in your initial application. When the applicant becomes a staff member, a decision will be made to decide whether it would be appropriate for that staff to take on additional position(s) they indicated during their initial intake or possibly from a managerial staff suggestion during the interview. This is usually done if managerial staff determine that the workload is light for that position or if managerial staff determine that the new staff is very competent at certain required skills on the podcast.

7. Would you be offering additional position(s) to what I originally applied for?

A: As noted on the previous question, we don't offer or allow members who accepts a regular position to take on additional position(s) on the podcast. HOWEVER, if you are applying to a position that we perceive to be very light in terms of the workload (such as auxiliary and ongoing opportunity positions), we will offer the applicant to take on an additional position that is currently short staffed on the podcast, during the interview of the applicant. The applicant does NOT have to accept the additional position, if they do not feel competent in the required tasks or is not in their particular interest to engage in that additional position.

8. Can I attach a resume and/or cover letter into my application?

A: **PLEASE DO NOT ATTACH ANY DOCUMENTS AND/OR FILES INTO YOUR APPLICATION INCLUDING ANY RESUMES OR COVER LETTERS. Your application WILL NOT be looked at if there is an attachment, file and/or document.** We do not take resumes and cover letters for 2 main reasons: A). To ensure a high level of security for our

staff members, we have a policy of not accepting attachments in emails (exception given for music submissions). B). We do not feel it is necessary for us to accept resumes and/or cover letters from applicants (more details in the following question). If you want to mention any personal assets and/or reasonings behind your interest in joining us, write it as text in the body of the email (no attachments please).

9. Are you looking for any specific skills towards a position that I apply to?

A: There are key skills that are needed in certain positions that you apply to on the podcast. These key skills are listed on this website in the description of position (as a list of your responsibilities). It is important to have these key skills because you would not be able to perform your role without them. HOWEVER, we are not looking for comprehensive amounts of skills and/or experience in applicants, as we understand that many members joining us want to further grow on their abilities to engage in the positions they are interested in. This is one of the reasons why we do not ask for a resume or cover letter. More commonly, what we look for in interested candidates, are key humanistic qualities that could allow you gain an experience in which you will not only be successful at the work you produce for the show, but allow you to enjoy the work as well. You may mention any personal assets you have related to the position in the body of the initial email (no external attachments please).

10. Do I need to have previous experience in being on a podcast or any media related studies?

A: For the majority of our positions, we do not require applicants to have previous experience in being on a podcast or any media related studies. However, if you have previous experience, it would be helpful for us to know more about them during the interview. Along with any professional experience, we would also accept experience from personal projects, such as having your own YouTube video channel or writing/creating your own blog site related to the topics commonly discussed on our podcast. However, if you do not have any relevant experience at all, but is very interested in one of our position openings, we would welcome you to still apply, given that you have met the minimal key skills mentioned for that position. Please note that a few positions would highly recommend you to have previous podcast/media related studies experience (it would be stated on the current openings page and listed as a key skill under that position). We will give you the required training before you start on the podcast, if it is deemed necessary before you begin.

11. Do I need to know Japanese?

A: This falls under previous questions. It depends on the position you apply for. If one of the key responsibilities mentioned in the position is to have comprehension skills in Japanese, then it would be a requirement for all interested applicants to have. English, on the other hand, is mandatory to know, as our staff members all use English to communicate. However, the level of English comprehension will vary depending on the position; please see each position description for further details.

12. Is this position paid? Can I join as an intern? Can I get volunteer hours from this?

A: No, your position on the podcast is primarily voluntary. However for those who join Japan Top 10 or MTI Countdowns (except KTop 10 staff), we are offering monetary awards to staff members who demonstrate exemplary performance and when staff hit their yearly

anniversary month (from the date they joined). These monetary awards are subject to change depending on the financial status of the organization along with the amount offered. More details of these programs can be discussed during the interview of a candidate. If you are looking for unpaid internship hours, please email us more details about your school/program's specificities and rules regarding the engagement of internship activities and requirements to be considered credited hours. We may refuse applicants based on their program/school's policies regarding internships. Furthermore, if you only plan to join us for a transient period (less than half a year) to fulfill internship hours, we may also refuse your application (more details on the reasoning in the following question). As for volunteer hours, the process would be similar to the internship; we would need to get more information from your school (or institution) regarding the policies behind what is considered volunteering and what is not. And we may refuse applicants based on these policies and/or only being interested on being a transient staff member.

13. Is there a timeframe I need to commit towards in order to join?

A: Technically, we do not ask any new staff members to sign a contract to stay on our podcast. However, if you do plan on being a transient staff member (under half a year), we would most likely not accept your application as it is not easy for us to find a replacement staff member once you leave, even if you can give us a date of how long you expect to stay and leave.

14. How do you ensure there is not a discriminatory process on intaking staff?

A: It is our policy to offer an equal opportunity position regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations.

15. Do I have to be of a certain country or location to join the podcast?

A: Absolutely NOT. We welcome members and all interested applicants from across the world. We have staff members (or had staff members) from the UK, United States, Canada, South Korea, Malaysia and the Philippines. The only limitation that might occur is the different time zones that would create issues with collaborating with other members. Most members are located within the Eastern Time Zone (New York City time) and Central Time Zone (Chicago time). We would definitely try to accommodate members who are located in areas far away from those time zones, however, do keep in mind that all stated deadlines follow Eastern Time Zone hours. Nonetheless, we would never discriminate against any applicant based on where they are located, as stated in the previous question.

16. What is the full process of joining the podcast?

A: Here's a point form chart to layout and simplify the process for everyone. Please note, these positions are designed for all our podcast shows, Japan Top 10 and internal positions on MTI Countdowns.

1. For applicants of on-air hosts, content producers or audio producer positions -> indicate your interest through an email at <https://mymti.org/current-openings/> -> you will get a reply back from us regarding starting an application for your interested position along with full

details of what you will need to do -> once completed and we deem your application to be satisfactory, you will need to schedule an interview with us on Google Meet -> you may need further training on your positions; this will be given to you after a successful interview -> once training has been deemed satisfactory or we believe you are already qualified for the position, you will begin process of joining our podcast (we will detail the on boarding process once that happens)

2. For applicants for all other positions -> indicate your interest through an email at <https://mymti.org/current-openings/> -> you will get a reply back from us regarding the need to schedule an interview with us on Google Meet -> once you are successful in the interview, we may ask for additional qualifications from you and/or provide training prior to your intake -> if there are no additional necessary qualifications, training and/or we deem you to be qualified for the position, you will begin the process of joining our podcast (we will detail the on boarding process once that happens)

17. What is in the application for on-air hosts, content producers or audio producers? How do I make sure I am successful on it?

A: We cannot give you the full details of what your application on the podcast will entail until you have confirmed when you will want to work on the application. This is because we want to make sure all applicants are granted a fair process working on the application. However, we want all applicants know that the application is NOT A TEST, meaning you can ask us as many questions as you would like while you work on the application. We will be evaluating the process you undertake to have the application completed and if it meets the standards of being a staff member on the podcast. While there are many ways an applicant can be successful on their application, there are also factors that can contribute to an unsuccessful applicant. The 2 main characteristics we are looking for in your application are communication and on-time delivery. If you are worried about not creating a professional application due to a lack of experience, please see the next question for more information.

18. The position I am applying to is completely new to me. Would this compromise my success in the application that will be given to me?

A: The short answer to that question is no. As previously stated in this FAQ document, we don't require applicants to have a ton of experience joining the podcast. If your application is a bit rusty due to a lack of experience, we will definitely be able to spot that out and accommodate your learning needs by providing training before you join the podcast. This is why in the application process, we may ask you to obtain more training from our staff before you begin on the podcast, given your interview and application is deemed satisfactory. However, if we provided the necessary training and education on your learning needs before you join, but your competency continues to not meet the standards of the podcast, we may decide to terminate your application.

19. Do I need to prepare anything for the Google Meet or in person interview?

A: No, you do not. Just come prepared to speak about your passions and get ready to answer questions that pertain to the role you are interested in applying to. We won't conduct any sort of test like content (ex. no Japanese language test), but we will ask hypothetical situation-based questions that have a tendency to occur in the role you will undertake.

Additionally, this interview is mainly focused towards developing an understanding for us about you and how we can orient the show to one where you can enjoy working on while simultaneously produce amazing content. We will also go over your application (if there is one) and provide feedback towards it along with the next steps in joining on the podcast.

Please note, IF YOU DO NOT SHOW UP FOR YOUR INTERVIEW, YOUR APPLICATION TO JOIN THE PODCAST WILL BE REVOKED, unless you have evidence to prove you were unable to show up due to an unforeseen emergency circumstance. We give all candidates a grace period of up to 30 minutes from the time of their scheduled interview to show up. If you do not show up after the 30 minutes mark, your application to join the podcast will be revoked.

20. If I have restrictions on the amount of time I can dedicate to the podcast, would this compromise my ability to join the show?

A: In each stated position, the description would mention which days you will need to have some availability to work on the podcast. In some other positions, it would mention how often you would need to be available to conduct in your roles on the podcast. Please indicate any time constraints that may compromise your ability to do the podcast, either during the interview or when you apply. Depending on the circumstances, there are a few roles where we could be more flexible with the dates and deadlines, thus we ask all interested applicants to not be discouraged if there are some restrictions with your availability. We know you have an important life outside of the podcast! Please also note that in order to keep your position, your offer letter will mention the minimal amount of time you will need to be available for to perform your duties. Additionally, we require you to be available to respond to messages related to the podcast even if you do not have any scheduled work on the podcast.

21. I don't have Google Meet. Do you have other methods of conducting the online interview?

A: Please let us know if you do not have a Google (Gmail) account and what other ways you are open to in terms of speaking with us. It has to be a form of video chat, as we need to see you in person during the interview (phone call would not be acceptable for the interview). FYI, you do not need to sign up for a Google Meet account; you just need a standard "Gmail" account to access the application. Even if you don't use your Google (Gmail) account, one will be provided to you if you are successful on the podcast to utilize the application when you become a staff member, thus you won't need to continuously have a Google (Gmail) account, if you do not wish to personally use one. Google Meet is a separate application that can be downloaded from your respective smartphone's app store; we would recommend all candidates to download this application in case you cannot join into the conversation. For those who have used Google Hangouts, Google Meet is a very similar application, but used in a more professional setting. Please note, the Google Hangouts smartphone application is not compatible with using it for Google Meet.

22. What are some of the most defining characteristics that you are looking for in a staff member?

A: It depends with your role, but these are a few traits that needs to be demonstrated in all staff. Initiative taking and meeting deadlines is one of the most important features that

underlies each staff on the podcast. Another is ensuring proper communication exists between each staff you interact with. Leadership is also expected in all staff members. Transparency should also be kept in mind when interacting with staff members. Finally, passion should drive all your motivations to achieve success on the podcast. You may see some questions appear in the initial interview associated with these key traits.

23. Will there be training sessions provided to me after I complete the interview?

A: As noted in previous questions in this FAQ document, you may receive additional skills training, if we deem that you require assistance with your learning needs before you begin on the podcast. Aside from that training, all staff will be on boarded onto podcast once they have signed their offer letters. This on boarding process will be completed individually through a software manager we use. It will guide you through utilizing the softwares we use to communicate and organize all our tasks on the podcast. If you have questions during the on boarding process, you are more than welcome to ask management staff.

24. I have additional questions. How should I ask?

A: Indicate them in the response form when you are letting us know that you are interested to apply or email us if you read this document after you indicated your interest in joining. We'd be more than happy to go over any questions you may have before you undertake a role on the podcast.

- Last updated May 7, 2019