

Podcast Producer Job Opening

Overview

Thee Quaker Project is seeking a talented audio producer for its flagship podcast. The candidate should have a passion for audio storytelling and seeking out powerful stories of spiritual courage. This position will work to build the first of *Thee Quaker's* platforms in what will form an ecosystem of online media for a global audience of spiritually minded listeners. It's an opportunity to create something new from the ground up and work with a growing team of talented, passionate media creators.

About Us

[Thee Quaker Project](#) is a brand new Quaker nonprofit online media startup. Led by award-winning Quaker media creator Jon Watts, we are launching the first of several online media projects in 2023: a general-interest weekly 30-minute Quaker podcast.

Quakerism is a small denomination spanning the globe, with a wide theological spectrum and a rich history of activism led by our values of peace, equality, integrity and simplicity. [Learn more](#)

(Applicants need not be Quaker to apply)

Responsibilities

- Work closely with the executive director to develop the content and narrative style of *Thee Quaker Podcast*
- Produce and edit podcast episodes
- Develop and pitch compelling, creative story ideas
- Research and guide episode segments
- Coordinate production and logistics in studio and in the field
- Coordinate with producers, designers, and other staff members to create audio content
- Produce and edit short video segments for social media to complement episodes
- Publish audio stories, podcasts and short videos on all digital platforms
- Write and edit headlines and text to position multimedia content for maximum engagement across multiple platforms, including social media channels
- Review listener feedback and respond to questions or concerns from listeners about previous episodes
- Seek out and maintain collaborative relationships with other Quaker organizations and media projects

Qualifications

- 2-3 years of experience producing, editing, and distributing long-form podcast or broadcast episodes, narrative audio, and/or multimedia digital news content
- Exceptional writing and storytelling skills
- Working knowledge of operating audio equipment
- Familiarity with best practices on all social media platforms
- Ability to work under deadline pressure
- Experience with content management/online publishing systems
- Strong organizational skills and solid work ethic
- Ability to take feedback well and provide self-direction
- Excellent interpersonal skills

- Proficiency in Adobe Audition or comparable non-linear digital audio editing software
- Proficiency in Adobe Premiere or comparable non-linear video editing software

Desired Characteristics

- Passion for audio storytelling, conducting interviews, and exploring spiritual journeys
- Passion for issues that affect religious communities
- Some familiarity with the Quaker religion; an insatiable curiosity to learn more
- Excitement about contemplative music thoughtfully woven into well-crafted story
- Willingness to explore different formats including assuming hosting responsibilities, shared hosting, and unhosted episodes
- Heavy consumer of interview-based programs (This American Life, Radiolab, Reply All, Invisibilia, and similar)
- Technological savvy around latest web and mobile apps
- Avid social media user
- Willingness to experiment and innovate
- Ability to multitask and prioritize assignments while under deadline pressure
- Enthusiasm for working in a startup environment

Salary & Benefits

- \$50k/yr
- Health Savings Account contribution of \$500/mo for all employees
- 30 days PTO/yr

This position is full-time with a provisional period of 90 days. Candidates may live anywhere in the United States (Preference given to those with access to Quaker population centers: Philadelphia, Greensboro, Richmond, IN & Portland, OR)

To Apply

Please send the following to admin@theequaker.org

1. Resume
2. Cover Letter
3. 3 professional references
4. A portfolio or reel of samples with descriptions of your specific involvement in each production.

We will begin reviewing applicants on December 20th, 2022. Open application period ends December 31st.