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.

Responsibilities

This staff position is in charge of podcast production from conception to publishing. Each of the tasks below is either directly completed by the podcast producer or else coordinated (overseen) to completion.

- Content Development
  - Develop the look and feel of the show
  - Guide the staff content brainstorms
  - Decide on the season themes and episode topics
- Podcast Production
  - Writing
  - Hosting
  - Interviewing
  - Editing
  - Arrange and support guest contributors
- Podcast Distribution and Promotion
  - Design episode thumbnails, write copy, upload to simplecast and wordpress
- Audience Building & Strategy
  - Analyze data and listenership to maximize audience growth and reach
  - Work with our social media coordinator to develop social media strategy
- Program Income
  - Implementing strategy for generating support from listeners
  - Selling & producing ads and sponsored episodes

Qualifications

- 3-5 years 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 Wordpress
- Proficiency in SEO and other tools for online marketing and audience building

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

- $50-60k/yr based on experience
- 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. If you are interested in this job part-time or as a contractor, please indicate that in your application.

To Apply, please prepare the following and upload them to our google form [here](#).

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 January 20th, 2024. Open application period ends January 31st.