

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

Role Description - Technical Team

Our Technical Team supports all of EA's operations as an asynchronous global organization. This includes our websites, our podcasts, and the platforms, tools and vendors we leverage.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage technical expertise in the genre fiction and podcasting space.

Role Details

- Position title: Technical Team
- Location: Remote
- Hours: Part-time and flexible (estimated 10 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Permanent
- Potential for role expansion

Responsibilities

This role includes:

- Regular communication and working closely with fellow Technical Team members and reporting to EA's co-owners
- Responding to queries from co-owners, editorial teams and key stakeholders
- Time sensitive support for critical issues such as website outages
- Developing technical road maps and project plans
- Regular workflow including:
 - Maintaining our podcast feeds and websites
 - Regular updates and patches to platforms and websites
 - Assisting with troubleshooting and queries
 - Working with production staff to support and streamline publishing
 - Developing dashboards and reports
 - Providing training and documentation for editorial teams as requested
 - Documenting ways of working and best practices
 - Quarterly status meetings with team and co-owners

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- Safeguarding EA's confidential information and personal data
- Abiding by the EA [Code of Conduct](#) and the [Terms of Use and Privacy Policy](#)
- Any other tasks or services agreed in connection with this role
- Maintaining a baseline working knowledge of our industry
- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our wider fan community via our forum, Discord server and social media channels

Requirements

We are looking for someone who:

- Expertise in WordPress
- Has relevant and demonstrable knowledge and experience working in the podcasting and/or genre fiction industries
- Is capable with document and spreadsheet software (Microsoft Office or GSuite)
- Can be regularly contactable both in and out of normal office hours (within reason)

Helpful skills and qualifications

- Fluent reading, writing and speaking English
- Relevant and demonstrable knowledge and experience working in a team
- Familiarity with fiction submissions platforms, especially Moksha
- Familiarity with donation platforms including PayPal, Patreon and Ko-fi
- Familiarity with social media platforms including Discord and Twitter
- Familiarity with ecommerce platforms including Amazon and woocommerce

Person specification

An ideal candidate (is):

- Holds relevant technical qualifications
- A strong and proactive communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organised, self-disciplined and self-motivated

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- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal daily oversight (but never without support)
- Open to learning new skills and taking on new challenges
- Actively interested in genre fiction (especially audio fiction)
- Familiar with our existing work and online communities

About Us

Escape Artists Inc. is a US-based media company. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-nominated content reaches millions of listeners each year.

Visit EscapeArtists.net for more information and our press kit.