

**Escape Artists Inc.**

Post Office Box 83

Woodstock, Georgia 30188 USA

[www.EscapeArtists.net](http://www.EscapeArtists.net)

## Role Description - Editor / Co-Editor

Editors (or co-editors) at Escape Artists are the administrators and leaders of their podcast. They shape and execute the podcast's vision and are ultimately responsible for selecting what fiction the show publishes. They ensure the podcast runs smoothly, supervising a team of assistant editors, associate editors, producers and more. Editors also act as effective community leaders and representatives of the show's brand, driving its culture and public image.

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

Note: we anticipate that this role will have an uneven cadence, with some periods busier than others. We have taken this into consideration when providing the estimated hours per month.

### Role Details

- Position title: Editor / Co-editor
- Location: Remote
- Hours: Part-time and flexible (estimated 40-50 hours per month)
- Pay: Flat rate of USD\$ [REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Permanent

### Responsibilities ("What You'll Do")

This role may include:

- Reading and compiling informed and insightful feedback on stories submitted for publication and passed up to them by associate and/or assistant editors
- Meeting regularly with fellow co-editors to discuss the possibility of publication for stories submitted, solicited, or commissioned
- Deciding which stories to purchase with consideration of the budget
- Responding or supervising the timely response to submitting authors

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- Editing original stories to a high standard of editorial quality, including substantive editing as needed and/or copy editing
- Monitoring a shared inbox and responding to or delegating questions, requests, and queries in a timely manner
- Monitoring social media management and forum moderation to ensure the podcast is being well-represented
- Regular communication and working closely with key administrative, technical, and editorial stakeholders and reporting to EA's co-owners, including regular status meetings
- Commissioning narrators and casting episodes in a thoughtful and conscientious way, with an eye to authenticity and good representation, particularly of marginalized groups
- Story administration and scheduling of episodes, including ensuring biographical materials are available to the host and materials are available to producers well in advance of their due dates
- Compiling contract information and working with the contract manager to administer contracts and payments
- Quality assurance of published episodes
- Posting announcements and updates on the blog and ensuring social media managers have access to the information they need to participate in announcements
- Recruiting and training new staff as needed, with consultation from EA's owners
- Meeting and following up with the podcast's staff to ensure the team has direction and feels supported
- Managing the podcast's various budgets including commissioning, staff and marketing
- Reviewing financial reports and documentation to ensure payments are accurate and on schedule
- Making accommodations when hosts or producers are unavailable
- Taking on hosting or narration duties when needed or desired
- Contributing to company-wide projects

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Other responsibilities including:

- Safeguarding 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, Patron-only Discord server and social media channels

### Requirements (“What You Bring”)

We are looking for someone who:

- Is able to be decisive and send thoughtful rejections and responses when a story didn't resonate with them or doesn't fit the publication's needs
- Is conscious about the biases and experiences they bring to their reading, and can proactively speak to how those elements shaped their view of a story
- Proactively seeks outside perspectives on such stories when needed, particularly while editing
- Can reflect on and identify when they need additional support or their knowledge and experience is having an adverse impact on their role and can reach out for additional support
- Maintains a working knowledge of contemporary genre fiction
- Is willing to learn, use, and offer feedback to team members and to check in with junior staff about their work at the podcast and their experience and pivot approaches if there are issues that need to be addressed or accommodations that need to be made
- Is willing to work to improve all processes at the podcast and to push the market in new directions and be open to generating new ideas
- Can be regularly contactable and attend trainings and meetings when provided with sufficient notice
- Can deal quickly, professionally, and effectively with difficult situations, including crisis situations, as they arise and with the support and input of EA's owners

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[www.EscapeArtists.net](http://www.EscapeArtists.net)**Helpful skills and qualifications (“Nice to Have”)**

- Fluent in English (read and write; speaking is also helpful)
- Editorial experience and experience with decision-making in an editorial sense
- Administrative and/or management experience
- Relevant and demonstrable knowledge and experience leading a team (this need not be specifically in genre fiction)
- Familiarity with submissions platforms, especially Moksha
- Familiarity with social media platforms including Discord and Twitter

**Person specification (“Who You Are”)**

An ideal candidate is:

- A proactive leader
- Decisive
- A strong and active communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organised, self-disciplined and self-motivated
- Committed to diversity and inclusion in every aspect of their work
- 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 writing (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-winning content is downloaded or streamed millions of times a year.

Visit [EscapeArtists.net](http://EscapeArtists.net) for more information and our press kit.