

**Escape Artists Inc.**

Post Office Box 83

Woodstock, Georgia 30188 USA

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

## Role Description - Assistant Producer (Twitch)

EA's live streaming and video events are expanding, and we're looking for an assistant producer to assist with a wide range of streaming and administrative tasks.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage their organizational skills in the center of a Venn Diagram of genre fiction, streaming and podcasting communities.

### Role Details

- Position title: Assistant Producer
- Location: Remote
- Hours: Part-time and flexible (estimated 20 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Three month probationary period before permanent
- Potential for role expansion and promotion

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

This role includes:

- Regular communication with, and reporting to, the COO
- Working closely with our Twitch moderators and stream guests
- Maintaining a strong working relationship with key stakeholders across the company
- Keeping current on upcoming projects, events, and deadlines
- Quarterly status meetings with co-owners and other teams as appropriate
- Workflow including:
  - Maintaining the stream master calendar
  - Preparing call sheets and communicating with stream guests
  - Creation of stream content outlines and show notes
  - Researching content availability, rights and attributions
  - Preparing and updating Content Warnings
  - Scheduling social media posts
  - Update Twitch stream info and responding to queries

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- Preparing highlights and clips
- Archiving streams on Twitch and YouTube
- Assisting with EA staff guest appearances on other streams

Other responsibilities including:

- Safeguarding EA's confidential information and personal data
- Abiding by the EA [Code of Conduct](#) and the [Terms of Use and Privacy Policy](#)
- Documenting ways of working and best practices
- 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:

- Experience with content creation dashboards Twitch and YouTube
- Has relevant and demonstrable knowledge and experience working in a supporting administrative role
- Has relevant and demonstrable knowledge and experience working in a video or audio production environment
- Experience with content creation dashboards Twitch and YouTube
- Capable with document and spreadsheet software including GSuite
- Is capable with project management platforms including Trello and Slack
- Is willing to learn, use and offer feedback
- Can be regularly contactable, and attend trainings and meetings when provided with sufficient notice

### Helpful skills and qualifications ("Nice to Have")

- Fluent in English (read and write; speaking is also helpful)
- Video and/or audio productions skills including preparing highlight reels and samples
- Familiarity with social media platforms including Discord and Twitter
- Relevant and demonstrable knowledge and experience working in a team

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An ideal candidate (is):

- A strong and active communicator
- Highly responsive
- Collaborative
- Responsive to change
- Highly organised, self-disciplined and self-motivated
- 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
- Open to constructive feedback
- 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](http://EscapeArtists.net) for more information and our press kit.