

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

Role Description - Managing Producer

Escape Pod is the original science fiction podcast; we've been an audio-first publication since 2006. Technology and audience expectations about the podcasting industry have changed a great deal, as have our own priorities and goals about how we sound and how we produce our shows. The Managing Producer role will coordinate our podcast production methods, putting us in the best possible position to expand into other forms of audio storytelling.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage their existing audio production and project management skills and experience in the audio fiction space.

Note: we anticipate that this role will have an uneven cadence, with some periods busier than others, such as at the start of the role as systems are put in place. We have taken this into consideration when providing the estimated hours per month.

Role Details

- Position title: Managing Producer
- Location: Remote
- Hours: Part-time and flexible (estimated 15 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

Responsibilities ("What You'll Do")

This role includes:

- Assuming a supervisory role over our existing audio production team of six, including providing emergency production coverage as needed
- Regular communication with, and reporting to, the co-owners / publishers
- Maintaining a strong working relationship with key stakeholders across the administrative, technical, marketing, and editorial teams
- Creating and maintaining product road maps, project plans and dashboards
- Keeping current on upcoming events and deadlines

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- Quarterly status meetings with co-owners and other teams as appropriate
- Workflow including:
 - Take ownership of the narrator auditioning process
 - Identifying narrator needs in collaboration with editorial teams and undertaking recruiting efforts
 - Maintenance and upkeep of our narrator database
 - Coordinate station tags and cross-promotional recordings
 - Coordinate the production of audio anthologies
 - Establishing and maintaining best practices for audio production, including show notes contents, image needs, metadata, and archiving
 - Maintaining our relationships with key vendors
 - Assisting with the recruiting and onboarding of new production staff
 - Assessing and addressing training needs
 - Establishing and maintaining centralised repositories of assets including music and promotional material
 - Managing our relationship with our podcasting hosting service
 - Managing feed destinations and registries
 - Serve as subject matter expert for audio award nomination needs
 - Step in for production staff in emergencies
 - Production or delegation of one-off projects, such as metacasts
 - Coordinate with New Fiction Manager to prepare eligibility material
 - Coordinate with Marketing Manager for promotional activities
 - Coordinate with Graphic Artist for assets as needed

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

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Requirements (“What You Bring”)

We are looking for someone who (is):

- Has relevant and demonstrable knowledge and experience working in the audio production and/or podcasting industry
- Experienced with audio production software including Audacity
- Experience with publishing submission platforms, specifically Moksha
- Capable with document and spreadsheet software including GSuite
- Capable with project management platforms including Trello and Slack
- Familiarity with podcasting awards
- 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”)

- Established connections with the voice over / voice acting community
- Established connections with the audio fiction podcasting community
- Fluent in English (read and write; speaking is also helpful)
- Relevant and demonstrable knowledge and experience working in a team, ideally in podcasting and/or audio drama
- Familiarity with podcasting platforms including LibSyn and Acast

Person specification (“Who You Are”)

An ideal candidate (is):

- A strong and active communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organised, self-disciplined and self-motivated
- Holds themselves to professional standards and acts with integrity
- 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)

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- 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-winning content is downloaded or streamed millions of times a year.

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