



Role Description - Assistant Editor

Assistant editors are the lieutenants of a podcast's [senior editors](#). They help execute the podcast's creative vision, often taking primary responsibility for specific workflows or projects, such as selecting narrators or contracting. There may be multiple associate editors working in concert, each with complimentary responsibilities.

Depending on their preference, assistant editors may also 'front line' read submissions, though more likely they are the interface between [associate editors](#) filtering submissions and the senior editors who may make ultimate publication decisions. Along with the editors, assistant editor(s) act as 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: Assistant 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:

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- Reading and compiling informed and insightful feedback on stories submitted for publication and making recommendations to the senior editors
- Meeting regularly with fellow senior staff to plan and discuss publication schedules and content
- Assisting the senior editors with ensuring the team has direction, is able to provide feedback and raise concerns, and generally feels supported
- Responding or supervising timely responses to submitting authors
- Depending on the preferences of the podcast editors and delegation among both assistant and associate editors, the following additional tasks may be involved:
 - Assisting with tracking story purchases, commissioning, contracts, staffing and budgets
 - Reviewing financial reports and documentation to ensure payments are accurate and on schedule
 - 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
 - Commissioning narrators and casting episodes in a thoughtful and conscientious way, with an eye to authenticity and 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
 - Writing announcements and updates and ensuring the marketing and social media teams have access to the information they need
 - Recruiting and training new staff as needed, with consultation from the senior editors and/or EA's owners

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- Assisting with accommodations for other stakeholders when needed (such as hosting or narration duties)
- Regular communication and working closely with key administrative, technical, and editorial stakeholders and reporting to EA's co-owners, including regular status meetings
- Contributing to company-wide projects

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 or responses when a story doesn't fit the publication's needs
- Is conscious of 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 and/or casting narrators
- 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
- Able to check in with junior staff about their work and their experience, and collect feedback to address or accommodate issues
- 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

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- 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

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 assistant
- Able to recommend a course of action
- A strong and active communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organized, 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

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About Us

Escape Artists Inc. is a fiction-focused media production company based in the US. 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.