

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net



Role Description - Producer (Audio)

Escape Artist's mission is "One Story, Told Well", and a big part of that mission depends on the stories we share sounding their absolute best. Our audio producer weaves together the elements of episodes into an experience that gracefully connects the audience to the story with clean, clear, consistent audio.

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, 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: Producer (Audio)
- Location: Fully remote
- Hours: Part-time and flexible (estimated 8-10 hours per month)
- Pay: Varies (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:

- Reviewing audio files from episode host's intro/outro and the delivered narration from the vocal performer in a timely fashion, and making timely requests for patches or retakes as needed.
- Retouching vocal audio as needed to remove dead air, flubs, and egregious background noises or mouth sounds.
- Tagging complete episodes and uploading to various feeds.
- Mixing episodes, ensuring consistent audio levels and quality including layering music and promotions.
- Archiving raw audio, project files, and completed produced episodes.

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- Able to coordinate with other members of the editorial team, including other producers, to maintain a weekly production schedule.
- Willing and interested in assisting with casting voice actors when requested.
- Regular communication and working closely with key stakeholders, including senior editors, managing producers, and EA's co-owners.
- Contributing to product road maps, project plans and dashboards.
- Keeping current on upcoming projects, events, and deadlines.
- Regular status meetings with key stakeholders and teams as appropriate.

Other responsibilities including:

- Safeguarding 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
- Maintaining a baseline working knowledge of our industry
- Any other tasks or services agreed in connection with this role
- 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):

- Has experience with a DAW (Digital Audio Workstation, like Audacity or Adobe Audition) combining multiple audio files into a single audio presentation.
- Has experience outputting mixed audio into various formats (WAV, MP3) and tagging audio files with relevant metadata.
- Has a passion for crafting beautiful vocal performances.

Helpful skills and qualifications ("Nice to Have")

- Fluent in English (*read and write; speaking is also helpful*)
- Relevant and demonstrable knowledge and experience working in a remote team (*this need not be specifically in genre fiction*)

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- Basic online collaboration technology experience and comfort with platforms like Google Docs, WordPress, Patreon, etc. (or confident you can learn them quickly)

Person specification (“Who You Are”)

An ideal candidate (is):

- A strong and proactive communicator
- Collaborative
- Open to constructive feedback
- Responsive to change
- Organized, 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)
- 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, fiction-focused media production 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.