

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

Role Description - Podcast Host

EA's hosts are the public 'Voice' of their podcasts, providing commentary and introductions to the stories we publish.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle, or to gain or leverage their commentary skills in the genre fiction and podcasting space. It may be a role held in conjunction with other roles at EA at the same time.

Role Details

- Position title: Podcast Host
- Location: Fully remote
- Hours: Part-time and flexible (estimated 10 hours per month)
- Compensation: Flat rate per month, varies per podcast (plus incurred costs, if any)
- Contract Length: Permanent

Responsibilities ("What You'll Do")

This role includes:

- Writing commentary material on speculative fiction short stories for audio publication with an inclusive and nonjudgmental tone
- Serving as the public 'voice' of the podcast, either singularly or with other regular and guest co-hosts
- Regular communication and a strong working relationship with the podcast senior editors
- Workflow including:
 - Reading short stories for publication
 - Assembling introductory material such as biographies
 - Preparing transcripts of host spots for the podcast website
 - Keeping current with EA promotions to include in introductions, and coordinating ad buy recordings as needed
 - Recording and editing host spot audio and uploading to producers
 - Coordinating with guest and co-hosts as appropriate

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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](#)
- Any other tasks or services agreed in connection with this role
- Maintaining a baseline working knowledge of our industry
- The option to attend 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:

- Has relevant and demonstrable knowledge and experience providing working in a supporting administrative role
- Capable with document and spreadsheet software including GSuite
- Is willing to learn, use and offer feedback
- Can be regularly contactable and attend meetings with sufficient notice

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 team
- Familiarity with submissions platforms including Moksha
- Familiarity with social media platforms including Discord and Twitter

Person specification ("Who You Are")

An ideal candidate (is):

- A strong and active communicator
- Highly responsive
- Collaborative
- Responsive to change
- Highly 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
- 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-winning content is downloaded or streamed millions of times a year.

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