



# BRAINCHILD STUDIOS

## ASSISTANT PODCAST PRODUCER JOB DESCRIPTION

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### ABOUT THE COMPANY

[Brainchild Studios](#) (BCS) is a boutique digital content marketing and website creation agency primarily serving brands targeting millennial moms through customer research and digital strategies. However, we also actively serve service-based brands targeting women, nonprofits that support women and girls and female-founded companies.

We have locations in Chicago and Milwaukee, but operate as a virtual agency allowing us the flexibility to handpick the best talent from wherever they may reside. We provide the same quality of service and deliverables as the big agencies and pride ourselves on our approachability, work ethic and expertise. Why wouldn't we though, when our team members (who are primarily millennial women) average 7-10 years of industry experience in their respective fields.

When you have a number of women creating content for other women, it leads to a pretty authentic conversation and that's just how we like it.

At BCS, we utilize customer research and behavioral tendencies to drive our strategies and increase conversions for our clients. Our main focus is providing top-of-the-line digital content marketing and website creation services that solve our clients' business needs. We do good work for good people and that's the way we like it.

### ABOUT THE ROLE

Brainchild Studios is looking for an Assistant Podcast Producer to aid in the development, launch, and post-launch tasks of a female-focused, entrepreneurial podcast. We are a virtual agency, meaning, you are free to operate on your own time wherever you'd like but you are expected to meet deadlines, communicate effectively, and produce quality work. The Assistant Podcast Producer will support the Podcast Producer in the creation and execution of our podcasts. We are currently looking to launch one podcast at the moment, but this could scale.

We are looking to fill this role immediately.

The responsibilities of this role include, but are not limited to:

- Coordinate and assist with guest research, scheduling, and rescheduling (using Calend.ly)
- Record, edit, and contribute to the development of the podcast content (video and audio)
- Perform audio engineering tasks such as tuning, mixing, and leveling the audio

- Perform video and audio editing tasks such as using audio editing software (that you're proficient in) to clean up the audio interviews
- Type up, implement feedback and edit approved show notes
- Publish to various podcast platforms (Spotify, iTunes, Stitcher, Google Play, Apple Podcast App, etc.) while providing a clear description of the episode subjects
- Upload podcast to WordPress website
- Tailor, adapt and edit content for podcast/video/social media
- Assist in the promotion of the podcast on all social media channels and through company email list

Payment will be on a per-episode basis. We anticipate this to be a weekly podcast series.

**SKILL SETS:**

- Video and audio editing skills
- Previous podcast creation experiences
- Detail-oriented
- Positive attitude and a team player
- Excellent written communication
- Extremely well organized and a proactive and effective communicator

**COMPANY EXPECTATIONS: Communication and Availability**

- You are not expected to be sitting at a computer for 9am to 5pm. However, we will establish a schedule that works for you. You will be working directly with and supporting the Podcast Producer on our team. Ideally, you'll be able to check email at least every few hours.
- You are not expected to work on weekends or evenings, however, every once in awhile, it might be needed.
- If you're taking vacation, please communicate with your supervisor. This is important to know to factor into deadlines as well. Please update the BCS Team Vacation Calendar with vacation time.
- You are expected to represent Brainchild Studios in a positive, professional manner and act and speak in a positive way about our team, our work, our clients and the company as a whole.
- We hope you have fun and enjoy the work you do!

Please reach out to [info@brainchildstudios.com](mailto:info@brainchildstudios.com) with your resume, what you'd like to learn, what skills you have to share and why you think you'd be a good fit at Brainchild Studios! Thank you!