

Podcast Production Assistant - Job Description: Lit Path Studios

Job Title: Podcast Production Assistant

Company Description:

Lit Path Studios is a dynamic and rapidly expanding podcast network that hosts personal and professional development shows. As our network continues to grow and we welcome new shows, we are seeking enthusiastic individuals to join our team as Podcast Production Assistants to support the back-end producing steps of our podcasts.

Job Description:

As a Podcast Production Assistant at Lit Path Studios, you will play a vital role in ensuring the seamless production and delivery of high-quality podcast episodes. You will work closely with our podcast hosts and the production team to handle various tasks that contribute to the success of our shows as the shows are recorded, edited and published. Your attention to detail, strong organizational skills, and passion for the podcasting industry will be instrumental in providing a smooth and engaging listening experience for our audience.

Core Responsibilities:

- Download audio files from the recording software and organize them appropriately for editing and post-production.
- Assist with basic audio editing tasks, including cleaning up audio, removing background noise, and ensuring overall audio quality.
- Add intros, outros, and ads to podcast episodes following the established guidelines and branding standards.
- Write drafts of show notes for each episode, summarizing the content, guests, and key takeaways, for review by the podcast hosts.
- Communicate with guests before and after recording, providing necessary information, scheduling details, and expressing appreciation for their participation.
- Collaborate with the production team to ensure timely delivery of podcast episodes, adhering to the content calendar and release schedule.
- Stay up to date with industry best practices and trends in podcast production to enhance the overall quality of our shows.

- Assist with other production-related tasks as needed to support the successful execution of our podcast network.

Qualifications:

- Strong organizational skills and attention to detail to manage multiple episodes and tasks effectively.
- Excellent communication and interpersonal skills to interact with podcast hosts and guests professionally.
- Familiarity with podcasting platforms and show note writing is a plus.
- A passion for the podcasting industry and a genuine interest in personal and professional development content.
- Experience with audio editing software and tools, preferably in the context of podcast production, is a plus.
- Ability to work independently, meet deadlines, and thrive in a fast-paced and rapidly evolving environment.

Position: Approx 5-7 hours/week. Starting Pay Rate: \$18-20/Hour.

How to Apply:

To apply for the position of Podcast Production Assistant at Lit Path Studios, please submit your resume or list of relevant work experience and please include a list of relevant software for which you have familiarity and fluency. Please send to: jamie@litpathstudios.com with the subject line: "Podcast Production Assistant: Lit Path Studios."

Note: This job posting is for a remote and part-time position.

Thank you for your interest in joining Lit Path Studios! We look forward to reviewing your application.