



## **Community Podcast Editor & Project Manager**

Non-exempt, PT

**Position Summary:** CATV seeks an organized, self-motivated individual to manage community podcast projects from inception to release (on CATV website and eventually other platforms) in collaboration with members of the public who initiate/create original content or share pre-produced audio content with CATV for distribution.

Ideally this person brings a portfolio of past podcast/audio productions, sensitivity to working within diverse communities across lines of difference, a highly collaborative orientation, and familiarity with the Upper Valley community.

This part-time position reports to the Executive Director, works closely with the CATV staff, and interacts extensively with members of the local community. It requires flexibility to work irregular hours, in-studio as needed; and either to use CATV software/hardware or their own.

### **Primary Responsibilities:**

- Initiate and maintain regular communication with community members proposing to create podcast content, including: in-studio recording, media file transfers, editing, and final uploads.
- Ensure the community creator is familiar with the correct recording process, secures the proper releases (permissions) from guests, and abides by copyright laws. Maintains an electronic copy of releases in the shared Google Drive.
- Offers constructive content and script input to the community creator to help shape the story/angle/approach of the podcast to its best form. (The community creator maintains creative control.)
- Coordinates with and obtains from the community creator the music and sound design elements, graphics, text descriptions, contact info, and any other ancillary media needed to complete the final publication.
- Attend staff meetings as needed/requested by the Executive Director to support coordination with CATV technical staff.

**Preferred Education, Skills, and Experience:**

- Bachelor's degree
- Strong storytelling orientation, design sensibility, and familiarity with the collaborative creative process
- Technical knowledge of audio pre-production, production and post-production process and work flows; digital editing experience (Adobe Creative Suite preferred); web design/Wordpress skills a plus
- Strong project/time management, leadership, and organizational skills, with the ability to work independently and collaboratively, to juggle multiple projects, and to prioritize;
- Flexibility, sensitivity to power dynamics in the context of community media production, and ability to create in the context of uncertainty
- A commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others
- Strong communication with staff, organizational partners, and members of the public
- Ability to work on Macintosh; familiarity with podcast platforms

**Compensation:** The pay rate is \$18/hour up to 8 hours/week.

**To Apply:** Please email resume and/or CV with cover letter to:

Samantha Davidson Green, Executive Director, [samantha@catv8.org](mailto:samantha@catv8.org)

**About CATV:** CATV (Community Access Television Inc.) is a non-profit media community centered in the Upper Valley in the midst of an evolution to serve its PEG (public, education, government) access mission in new ways that are responsive to our transforming media landscape. CATV creates and aggregates media content for two cable channels, streaming, and social media; fosters lifelong learning in the media arts; provides transparency in government and encourages civic engagement through media coverage; and partners with community groups and individuals to build community through media.

*CATV is an equal opportunity employer committed to creating and upholding a culture of inclusion and does not discriminate on the basis of gender, age, race, national origin, religion, sexual orientation, protected veteran status, disability, or any other factors protected by law with respect to employment opportunities.*

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