Podcast Manager/Editor  
Position Description

Summary

Nevada Public Radio, an affiliate of NPR, is getting into the podcast arena.

We’re seeking an ambitious self-starter with enough experience to spin words, songs and sound effects into radio gold. As podcast editor, and all-round manager of the podcast realm, candidates will have a proven track record as an editor, but also as someone who can work well with others at our relatively small station. Candidates must live in Nevada or be willing to relocate.

This position will report to the News Director.

Key Responsibilities

- Direct (or assist in) all necessary narration tracking recording sessions with host(s), producer(s) and, possibly, yourself, to fulfill episodes, trailers, promos and ad reads.
- Ensure all remote recordings are executed successfully.
- Edit, mix and assemble full episodes.
- Assist producers and/or researchers in finding archival footage and communication with rights-owners for licenses.
- Ensure all project deadlines are met, communicate production updates and hurdles in a timely manner.
- Collaborate with additional contract producers, composers, and engineers as needed.
- Lead (or assist in) production meetings with production team.

Skills & Experience

- Must have solid script writing experience that moves narrative forward; ability to understand and write in various styles to accommodate production in different genres. Samples required.
- Must have experience building and editing narrative podcasts with your own two hands.
- Must have remote audio production experience.
- Must have scriptwriting experience, with an ability to understand and write in various styles.
- Must be open to experimentation within the interview/documentary podcast format.
- Must be passionate and knowledgeable about storytelling and the podcasting medium.
- Must be available to work off hours (nights and weekends) if needed.
- Must have a collaborative mindset.
- Must have a journalistic mindset.
Position Requirements

- At least 4 years of experience creating engaging and entertaining content.
- Technical understanding of audio recording equipment and editing software.
- Excellent project management and organizational skills and a proven ability to work efficiently on deadline.
- Ability to brainstorm new ideas and find unique angles on a variety of topics.
- Excellent writing skills and experience scripting for audio.
- Experience working with high-profile talent (preferred)
- Excellent communication skills, both verbal and written

Physical Requirements

- Ability to stand, walk, bend, type, edit, reach and sit for up to (10) hours

Salary

Commensurate on experience; Full-time, exempt position

Application Process

Deadline: Open until filled

To Apply: Email, Fax or Mail a cover letter stating interest and source where you learned of the open position. Please include your resume and three professional references.

Mail, E-Mail or Fax to:
Nevada Public Radio
Attn: Human Resources
1289 S. Torrey Pines Dr
Las Vegas, NV 89146
jobs@nevadapublicradio.org
Fax: (702) 258-5646

Nevada Public Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.