Contract Production and Editing Assistant

About the Virginia Poverty Law Center

The Virginia Poverty Law Center (VPLC) is a statewide nonprofit organization committed to breaking down systemic barriers that keep low-income Virginians in the cycle of poverty through advocacy, education, and litigation.

About the Position

VPLC seeks a production and editing assistant to help with "The Justice Report," a radio show and podcast that explores what our low-income neighbors struggle through and endure in Virginia. The show highlights stories of struggling Virginians and examines the systems that prevent communities from escaping poverty, what solutions may exist, and what lawmakers and advocates feel are next steps towards progress. The production and editing assistant will work directly with and under VPLC staff and show hosts, Salaam Bhatti and Jamshid Bakhtiari. This is a great opportunity for a professional or student wanting to use their skills to help tell relevant and important stories while adding to their portfolios.

Job Responsibilities

- Edit interview recording files to:
    - Ensure each recording fits within 30-minute show length limit.
    - Create smooth audio transitions.
    - Ensure general clarity of sound for each episode.
- Assist with improving episode format and structure, including musical intro and outro.
- Work with show hosts to:
    - Review episode scripts.
    - Maintain and promote the show's online presence, including social media.
    - Research guest contact information and schedule guest interviews.
- Create appropriate show notes with necessary links for the show's access platforms, including show webpage on the VPLC website and podcast page on Anchor.com.
- Flexibility to attend guest interviews to assist with troubleshooting technical issues and transcribe interviews in real time preferred. If attendance isn't always a possibility, transcriptions must be done before the Wednesday show upload deadline.

Required Qualifications:
- Proficiency in use of Adobe Audition, Audacity, or similar audio editing software to edit and blend audio files with smooth transitions.
- Demonstrable experience with the creation, production, or in some way running a podcast or radio show.

Compensation & Logistics

Compensation will be a set contract for either a per season basis (10 to 15 episodes per season, typically two seasons per year) or a set number of hours per week (typically 5-10 hours per week) during the show production seasons. This is a fully remote position.

Application Instructions

Interested applicants should submit a resume and three references to our position hiring manager at hiring@vplc.org. Applicants should also provide a portfolio, examples of similar past projects, and/or demonstrate capabilities with sample audio files.