



Job Announcement

Podcast Producer

Georgia Public Broadcasting (GPB) is hiring a Podcast Producer to write, produce and edit podcasts for GPB; work with internal and external personnel from pre-production, recording, to postproduction both in studio and field; will have significant editorial and creative autonomy while operating under GPB's editorial standards and review process. They will also be responsible for pitching new podcasts ideas and working across social, marketing, and other teams to help promote and create awareness of GPB's podcasts. The Podcast Producer will report to the Director of Podcasts. GPB is a statewide dual licensee comprised of 9 PBS television stations and 22 NPR radio stations that broadcast across the state of Georgia.

Candidate Responsibilities:

- Write, produce, and edit podcasts for GPB
- Develop episode concepts, scripts, interview structures, and narrative approaches.
- Independently manage production schedules, workflows, and deadlines for multiple podcast projects.
- Coordinate and oversee interview scheduling, studio sessions, field recordings, and related logistics.
- Lead editorial development for assigned podcasts, including shaping themes, formats, and style
- Provide editorial guidance to hosts and contributors to support strong storytelling and on-air performance.
- Prepare detailed background materials, research briefs, and pre-interview documentation.
- Lead or oversee recording sessions, ensuring professional broadcast-quality audio.
- Edit or supervise the editing of podcast episodes using professional audio production tools such as Adobe audition.
- Create sound design elements including music selection, scoring, and use of archival or ambient audio.
- Maintain consistent technical and editorial quality across episodes and series.
- Manage editorial review and approval processes for final episodes.
- Write or oversee episode titles, descriptions, and metadata within GPB's content management system and the podcast distribution software management platform to facilitate podcast distribution to various platforms.
- Ensure podcasts are uploaded and appearing on GPB's website and the distribution platforms.
- Collaborate with marketing and digital teams on promotional planning and audience engagement strategies.
- Review audience feedback and performance metrics to inform editorial and production decisions.
- Provide guidance, mentorship, and oversight to associate producers, production assistants, interns, and freelancers as assigned and contribute to team planning, workflow improvements, and editorial discussions.
- Support a collaborative and professional production environment.
- Maintain accurate production documentation including schedules, research materials, rights records, and logs.
- Ensure compliance with editorial standards, copyright requirements, and music licensing policies.
- Participate in long-term planning, special initiatives, and cross-departmental projects.
- Performs additional or related duties as assigned or required.

Candidate Qualifications:

- Bachelor's degree in Communications, Broadcast Journalism, Mass Media, Radio or TV Production, or related field required and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- 3 years demonstrated professional experience producing podcasts or audio programming, preferably in public media or a comparable editorial environment
- Experience with Adobe Audition or comparable professional audio editing software and advanced audio production and editing skills
- Proven ability to independently manage multiple projects at the same time and meet deadlines.
- Strong editorial judgment and experience producing content for clearly defined audiences.
- Knowledge of and ability to work across genres from news, sports, and experience working across multiple content genres from news, to sports, to arts and culture.
- Supervisory or mentoring experience is preferred.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, cover letter, list of three references and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center with a complete application, resume AND cover letter WILL BE ACCEPTED.

Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.

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