

JOB TITLE: Assistant Producer – development role**ANNUAL SALARY:** £22,464 for a 4-day working week (£28,080 *pro rata*)**REPORTING TO:** Lead producer

Flexible 4-day / 32-hour working week, based in our central Edinburgh co-working space, or hybrid with *minimum one office-day per week*.

Continuing role, subject to 3-month initial probation.

About the role:

This role will support our team in developing, delivering, and promoting high profile and premium podcasts and supporting content. You will receive training and support from our team as required.

Responsibilities to include:

- Booking and briefing guests for podcast interviews, and ensuring that guests and hosts have the technical information and support they need to join a remote podcast recording. Sometimes, this can be about putting contributors at their ease, so that they can perform at their best in an unfamiliar situation.
- Assisting in the set-up, recording and editing of episodes and interviews, both remote and face-to-face / sometimes on location.
- Adding music and sounds, and using digital audio processing tools, to enhance sound quality where required.
- Selecting and cutting audio clips, and working from templates in tools like Canva or Descript, to create promotional social and visual assets, such as audiograms.
- Proactively pitching creative ideas and strategies, both for Bespoken's clients, as well as our own business growth goals. This could include overseeing delivery (with team input) of themed blog posts, or 'how to' videos or guides for use on social media.

About you:

As this is a development role, we are more interested in your enthusiasm, attitude and approach, than a proven track record of experience. To support your development, we prefer for this role to *not* be fully remote. This is why we specify a minimum of one day per week in our co-working space, working physically alongside other team members.

You will have a demonstrable passion for podcasts and audio, and will value creativity as much as we do.

You will work flexibly, often involved in a number of projects at the same time. You need to be a problem-solver, who performs well under pressure, and in people-facing roles.

Familiarity with audio industry tools such as Riverside, Reaper and Descript would be beneficial. Don't worry if these are unfamiliar to you for now; you will receive training and support in role.

We would also love to hear from people with an awareness of digital and social media marketing, and skills in social video production.

A driving licence would be beneficial but not essential.

About us:

Bespoken Media is a small but busy and growing specialist podcast and audio production company. We are headquartered in Edinburgh, and have team members across Scotland, the UK, and Europe. We prize creativity and a can-do approach above all else. We also value kindness; we are a friendly, supportive, and nurturing team. We make a point of working flexibly to encourage and support our team members' individual pursuits, activities and interests; we believe that taking time to do things away from work fosters creativity and new perspectives, and therefore benefits both the business and our team.

The majority of our work is in three areas:

- we develop and deliver documentaries and factual series for BBC radio, including Radio 4, the World Service, BBC Sounds, and BBC Scotland.
- we develop and deliver high quality branded podcasts for businesses and organisations.
- we deliver specialist podcast training and development, usually for businesses and organisations, to skill up their in-house teams in podcast production.

Every team member has a valued role in developing creative ideas, whether in response to a client brief, or researching and developing a format or programme idea for BBC radio.

This role is part-funded in its initial 12 months by the [BBC's Audio Indie Development Fund](#).

Bespoken Media is a proud signatory of the UK audio industry [Equality in Audio Pact](#).

To apply:

We want to know a little about you and why you're right for this role. Therefore, please simply send us your CV. Additionally, on a cover letter, please tell us:

- Why you think you are a good fit for this role (guide: 150 words)
- About a podcast or radio programme you have listened to recently; what did you particularly like or dislike about it? (guide: 150 words)

Please send your CV and cover letter by email to hello@bespoken.media with the subject line **JOB APP (Your Name)**, by the deadline of 12 noon on Thursday May 2nd 2024.

Shortlisted candidates will be invited for interview at a date to be agreed as soon as possible after the deadline.