



PODCAST CONTRACTOR

101Communities Digital Channels Team

Job Description

Location: 101Media Headquarters: 2616 Thomas Avenue, Dallas, TX 75204

Target Start Date: January 22, 2024

Hiring Manager: Anna McSwiggen, Senior Digital Channels Manager

The Role

The Podcast Contractor will be at the forefront of crafting *The 101Pod* and its subsequent marketing. As a key player in the production of the podcast, you will contribute to the entire production process, from day-of recording and post-production to marketing on our social media platforms. This role is perfect for a podcast enthusiast with a keen ear for detail and a passion for bringing stories to life through audio and social media.

Responsibilities

AUDIO/VISUAL PRODUCTION

- Assist in the audio production process, including recording, editing and sound design
- Assist in the visual production process, taking photos and filming during recording sessions
- Implement creative and technical enhancements to elevate the overall quality and impact of each episode

POST-PRODUCTION

- Utilize Adobe Audition to edit and polish each episode
- Incorporate music and other elements to enhance the storytelling experience
- Conduct thorough quality checks to ensure all episodes meet established standards for content, style and technical excellence
- Manage the Buzzsprout platform for publishing episodes, copywriting, and tracking episode analytics

MARKETING

- Take the photos/videos from recording sessions and create compelling Tik Tok and Instagram posts to engage the audience
- Schedule and post marketing content on Instagram and TikTok to grow the platform
- Come with creative ideas to grow our social media audience and listenership
- Create marketing assets for guests to utilize on their own social media platforms

TECHNICAL EXPERTISE

- Help troubleshoot technical aspects of recording and production, ensuring optimal sound quality

- Stay current with industry trends and emerging technologies to continuously improve the production processes

COLLABORATION

- Work closely with the other producers, Podcast team members, and hosts to ensure a seamless and cohesive production workflow

About the Company

Dallasites101 is the original “101Community” of 101Media, a modern media group based in Dallas, TX. Each 101Community exists to create a sense of belonging and propel the prosperity of a city, its businesses and people. Currently, the 101Communities include Dallasites101 and Austinites101.

Dallasites101 is known as a go-to resource for people who live in Dallas – the “101 to your life in Dallas” – for finding events and recommendations and further connecting with the local community. Dallasites101 started as an Instagram in 2015 and has since gone beyond the ‘gram to build community across web, email, podcast and social media platforms.

101Media was co-founded and self-funded by two women, Kara Cecala and Lily Smith, who are the co-CEOs of the company today. In addition to the 101Communities, the media group is also responsible for the “101Agency,” a marketing agency that offers social, web and email marketing services.

Compensation and Benefits

- Competitive hourly rate in accordance to local industry and market standards
- Flexible work environment
- Access to media and special events
- Access to individual and team professional development

Company Culture and Values

We are honored to be recognized as one of the 100 Best Places to Work in North Texas by the Dallas Business Journal, and for their analysis of our company to demonstrate that our people are highly engaged and the top word used to describe our work environment is collaborative. Our core values include celebration, transparency, community, growth and conviction. We value people as our most important resource and take immense pride in the outstanding contributions of our talented team and the exceptional culture that defines 101Media.

Equal Opportunity

101Media (and its subsidiaries) is an equal opportunity employer. We are committed to providing a workplace that promotes diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. 101Media is dedicated to fostering a diverse and inclusive environment where all employees feel valued,

respected, and empowered. We encourage candidates from all backgrounds to apply and join us in our mission.

Disclaimer

This job description provides a general overview of the role but is not an exhaustive list of duties and responsibilities. 101Media reserves the right to modify the job description as needed to meet business requirements. It is not a contract of employment and may be subject to change.