

**Job Title**

Entertainment Producer

**Reports To**

The Entertainment Producer reports to the Content Director

**Objective**

To produce the best entertainment podcasts in the UK, from concept through to publication.

**Job Overview**

The Entertainment Producer will make some of Crowd's biggest shows and work with high-profile personalities. You'll be highly skilled at recording and editing audio, organising contributors and creating standout content.

**Responsibilities and Duties**

- Liaising with Crowd Personalities
- Booking high-profile guests for your shows
- Recording audio (either in studio or on location)
- Editing/mixing audio
- Script writing
- Contributing trailblazing ideas to the Crowd Commission Group

**Deliverables Expected**

- Produces the highest quality audio content
- Collaborates with Crowd's marketing and financial teams as well the content team
- Produces high quality and accurate administration with keen attention to detail
- Ensures that all people who come into contact with Crowd Network receive excellent customer service and their experience is the best it can be
- Has a "start-up" attitude and can contribute to multiple creative projects at once

**Qualifications and Expertise**

This is a highly skilled role for an experienced content creator – a minimum of 3 years' experience in a similar role is required.

**Skills**

- Excellent audio editing skills – Adobe Audition or similar
- Excellent communication skills
- Organised – for scheduling content and managing relationships
- Can work independently and manage time effectively
- Is methodical and able to prioritise workload in terms of urgency and importance
- Ability to act on initiative
- Experience of working with high-profile personalities

**Job Location**

Podcasts will be recorded in Manchester and London, and with remote working now the norm, location is less important than it once was.

**Training Provided**

Training is provided through *Wisdom of the Crowd* development programme.

**Scope for Progression**

This role feeds into the Content Director and the Crowd Board of Directors.