

AQ STUDIOS

AN AFRICAN PODCASTING COMPANY

AQ Studios is Africa's premier podcast production company. Our company started with the launch of our flagship show, *AfroQueer* and now produces the shows *Adventures from the Bedrooms of African Women* and *In Search of a Black Planet*.

We started our company in 2019 with the mission to work across the African continent and diaspora to tell compelling stories in fresh ways.

We're on a mission to make AQ Studios into a major part of the global podcasting landscape, and we're looking for like-minded folks to help. We are hiring a Managing Producer to join us in creating original content for audiences on the African Continent and in the African Diaspora - think audiences that you know exist but there's not a ton of content for. Our new Managing Produce will have experience in long form audio story-telling and be passionate about the craft of podcasting. In this role you would have room to grow and help build a dynamic emerging podcast ecosystem in Africa and beyond. As Managing Producer you will work across several shows as part of the editorial team. This role will manage day-to-day production across multiple podcast productions and work with the show team to produce each episode. You will be vital to all the production teams as the one providing the main logistical support, being the main point of contact between the production and marketing and ad operations to ensure a smooth production process for episodes and deliverables, and building and maintaining calendars, budgets, contracts, and facilitating delivery of assets. You'll also help develop ideas for new shows. The producer must be a self starter and work well with a team and remotely.

Specifically, you'll:

- Manage the production of weekly/seasonal shows, developing production calendars, etc.
- Manage the creative process to anticipate problems before they occur, and lead hosts to do their best work using smart, targeted editorial feedback and a skilled, creative ear
- Handle meeting all ongoing deadlines and managing fast turnaround as needed
- Work collaboratively in a team environment to create a supportive and efficient production process
- Foster agile partnerships with external producers and institutions to accelerate AQS' evolution as a leader in the podcast space.
- Represent the portfolio, podcasting and content development initiatives at industry meetings and conferences and with the press.
- Support the ongoing work of Fundraising departments by contributing to proposals and meeting with potential donors or foundations as required
- Play a lead role along with other members of the Podcast steering committee to develop a strategic plan for podcasts that align with and support AQS' overall strategic plans
- Serve as editorial and programming leader for all podcasts in the assigned portfolio.
- Work closely with the podcast management team to manage budgeting for podcasts including personnel and non-salary expenses, studio expenses and third-party contractors.

- Lead the development of new podcasts and adaptation of podcast derivatives of broadcast programs in assigned portfolio including hiring, nurturing, and

What you'll need:

- Bachelor's degree in a related discipline or equivalent work experience
- 5+ years of experience in content development and/or production preferred for podcast, terrestrial or satellite radio, or similar audio medium
- 5+ years experience as a producer, production manager or line producer
- 5+ years of experience with budgeting, scheduling and cost reporting · Experience with on-set problem solving
- Minimum 5+ years managing multiple productions in a content realm as project manager, line producer or the equivalent
- Experience working across a variety of genres and styles: comedy, in-depth interview, news, documentary, etc.
- Hands on production experience
- Strong project management and organizational skills
- Experience producing smart, funny and information-rich shows
- Experience working collaboratively with creative and editorial talent
- Experience writing, accurate scripts in the voice of the hosts, while meeting deadlines
- Willingness to experiment and innovate
- Strong organizational skills and solid work ethic
- Excellent interpersonal skills
- Technological savvy around latest web and mobile apps
- Ability to take direction well and provide self-direction
- Excellent communication and presentation skills

What you'll bring:

- Must possess a curiosity and passion for podcasts and ideas for ways to move the medium forward as well as grow the audience
- Exceptional project management and organizational skills
- A great ear for what makes for an engaging, smart, and entertaining conversation.
- A passion for determining what podcast audiences want to hear from our hosts
- Hindenburg editing expertise required
- Strong interpersonal, written and verbal communication skills
- Adept writer who understands a lighter tone
- Critical thinking
- Ability to meet all deadlines while working independently
- Keen attention to detail
- Understanding of emerging, digital-first media models
- Sophisticated talent management abilities

To qualify for the role: You'll need to prepare a one-page cover letter and submit it with your resume. Please keep the cover letter to one page.

Please send your CV with a cover letter to jobs@aqstudios.fm