Bilingual Producers for Season 3 of the Queens Memory Podcast

Seeking producers fluent in written and spoken **English +** one of the following eight languages: **Bangla, Hindi, Korean, Mandarin, Nepali, Tagalog, Tibetan, or Urdu**. The Queens Public Library is producing a third season of the Queens Memory Podcast. This season's theme centers on the lived experiences of Asian communities living in Queens and we will dedicate each episode to a different Asian American population living in the borough. Each episode will be produced in English and in a common language of the community represented in that episode. For each of these focused episodes, we will hire a Bilingual Producer to deliver their two 20 minute versions (one in English, one in an Asian language) of the episode telling the story of the political, economic, and other factors that led to that group's settlement in Queens. Each episode will engage in intergenerational storytelling, the use of personal narrative to discuss broader themes, the presence of the #StopAsianHate movement in Queens, and the inclusion of staff and volunteers working for direct service and advocacy organizations serving each community of focus. Work begins November 2021 and new episodes will drop weekly starting in mid-April 2022.

Each Bilingual Producer will collaborate with the season's Executive Producer and Executive Editor to develop the storyline and content of their episode. The team is additionally supported by a composer, bilingual voice talent, and an engineer tasked with ensuring technical excellence. All interviews captured in the creation of the podcast will become part of the Queens Memory Project's archival collections, held at the Queens Public Library.

Responsibilities:

- Mine existing Queens Memory oral history collections for interviews with members of their community of focus in Queens.
- Conduct, transcribe, and edit new interviews as needed, completing all requirements to submit to the Queens Memory archive.
- Coordinate with executive editor, composer, and engineer to produce scored, sound-designed and narrated segments
- Collaborate with executive editor to write English language episode script, title, description, and notes. For Asian language version of episode, translate (and revise as needed) episode script, title, description and notes
- Oversee VO process with Asian language and English voiceover specialists and other contributors as needed
- Bring together host segments, producer segments, music, and sound design in rough assembly to pass off to engineer for final mix/master
- Contribute to editorial decisions regarding intro and conclusion episodes for the season, offering feedback on script and possibly producing brief clips.

Qualifications:

- Bilingual Producers must be fluent in spoken and written English and in one of the following languages: Bangla, Hindi, Korean, Mandarin, Nepali, Tagalog, Tibetan, or Urdu.
- Experience with narrative audio production

- Skills including cutting tape, editing, mixing and scoring using software such as Pro Tools, Hindenburg, Adobe Audition, or similar software
- Experience conducting interviews and directing voice talent
- Ability to work independently
- Ability to produce work on deadline
- Collaborative nature and the ability to take constructive editorial feedback when applicable

Compensation: $11,500 flat fee for the production of an English and non-English language version of the 20-minute episode.

To apply: Please send a cover letter, resume and links or files of work samples to queensmemory@queenslibrary.org. Please include **BILINGUAL PRODUCER** in the subject line of your email.