

Engineer for Season 3 of the Queens Memory Podcast

The Queens Public Library is seeking a podcast sound engineer for their team 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. The series will explore 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.

The Sound Engineer will advise the production team on technical matters including file sharing over various digital audio workstations; coach and record host during VO; advise producers on recording high quality audio as needed; clean up producers' interview and host's VO files before assembly; execute final mix/master for all 18 episodes (10 English, 8 Asian language); hand off to Queens Memory team for upload to Aviary, podcast platforms. The Engineer will be paid \$1000 per episode for a total of \$18,000.

Responsibilities:

- Coordinate with the Executive Producer, the season's 8 Bilingual Producers, and the Executive Editor to develop a workflow and deliverable schedule for the season.
- Participate in weekly check-in meetings November-April with the team as well as being available for asynchronous consultation to the team on technical matters.
- Determine file type and quality standards for the season and advise on hardware and software used by the team for recording and editing.
- Coordinate with the Composer to ensure music tracks are optimized for use in the podcast.
- Clean up audio tracks from the archives and newly captured audio from producers.
- Responsible for mixing each complete episode and delivering a master for publication.

Qualifications:

- Experience with narrative audio production
- Skills including cutting tape, editing, mixing and mastering using software such as Pro Tools, Hindenburg, Adobe Audition, or similar software
- Experience editing and mastering audio
- Ability to work independently
- Ability to produce work on deadline
- Collaborative nature and the ability to take constructive editorial feedback when applicable

Compensation: \$18,000 flat fee

To apply, please send a cover letter, resume and links or files of work samples to queensmemory@queenslibrary.org.