



Podcast Producer

The Fulcrum

[The Fulcrum](#) is the University of Ottawa's independent English-language student news outlet, now publishing exclusively online. Since 1942, we've provided the university with quality news and its students with invaluable opportunities for learning and growth. We're a dynamic workplace located on campus, led by a small but mighty team.

We're looking for a Podcast Producer to join our team for the 2021-22 publication year. The Podcast Producer will work in close conjunction with the Editor-in-Chief and the Managing Editor and hold one of 14 positions on the Fulcrum's editorial board. **This position runs from Aug. 30 to April 3, 2022.**

Remuneration: \$15.30 hour, 15 hours per week

Main responsibilities...

- Produces one episode of the Fulcrum's podcast a week.
- Responsible for co-hosting, finding pertinent interviews and the content of the podcast.
- Coordinates production of the podcast with the Multimedia Director.
- Holds at least two office hours per publishing week. Office hours must be scheduled during regular business hours.
- Holds a separate contributors meeting in conjunction with the Editor-in-Chief or the Managing Editor for those interested in participating in the creation of the podcast
- Responsible for uploading the podcast to different streaming platforms and the Fulcrum website.

Other duties...

- Works with the Editor-in-Chief and the Social Media Manager to develop a strategy that integrates the podcast with the website and social media accounts.

- Attends all staff, volunteer and editorial board meetings weekly unless excused by the Editor-in-Chief. Encourages contributors to attend weekly volunteer meetings.
- Educates (through seminars, workshops, guest speakers, one-on-one training, etc.) all interested staff in all aspects of podcasting. Writes an end of term transition report.

Application requirements...

Deadline to apply is June 11. Please submit a resume, cover letter, a platform that details your vision for the podcast, and a voice demo demonstrating your ability to break down a Fulcrum article to editor@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited to partake in a test which will test them on basic audio and producing knowledge. Applicants must receive 50 per cent or higher on the test in order to be considered for an interview.

Due to the nature of the position, the successful applicant will be required to live in Ottawa from the start of their term to the end to attend possible in-person events.

The Fulcrum is an equal opportunity employer and accommodations are available for applicants during the hiring process.