



Content Creator Job Description

Resonate Recordings is more than a podcast production company; we are a collective of audio professionals and branding creatives who are motivated to make podcasting easy for our clients. We are trained and educated to use innovative technology to help create a quality podcast that represents our client's unique creative expression so it will resonate with their listeners. Since 2014 we have been committed to building something bigger than a podcast production company. We've accomplished this by bringing together an amazing team of audio engineers and branding creatives, allowing our client's instant access to the most talented and competent podcasting partner in this industry. We have the honor of partnering with some of the most talented podcasters in the world.

Summary: As a quickly growing start-up we are looking to add a Full-Time Content Creator to our team who understands our vision and who is eager to grow with our team. The ideal candidate must exhibit a willingness to learn and adhere to our standards of quality and efficiency. This position reports directly to the Operations Manager and will work with our team to ensure that the creative content for our clients is created on-time and with excellence. Because it is our desire to be the best podcast production company, we are looking to add team members who are passionate about superior customer experiences and who are hungry to help us achieve this goal.

Position Features:

- This is a full-time salaried position that offers medical, dental, vision benefits, and PTO after 90 days of employment
- An in-house position, you will be required to work from our Louisville, KY office with the opportunity to work remote 1 day a week after 1 year of employment.

Qualifications:

- A self-driven and focused mentality with attention to detail is *mandatory*.
- Strong written communication with mindfulness of grammar is *mandatory*.
- Branding creativity and an eye for quality are *mandatory*.
- Experience with graphic design is *preferred*.

Goals:

- Quality of work: Always maintain the highest level of personal work ethic.
- Accuracy of work: Execute all responsibilities with accuracy, professionalism, and coherency.
- Ownership of work: Take ownership of all aspects of the position with a willingness to learn from mistakes and find ways to self-improve.

Primary Responsibilities:

- Podcast Show Notes
 - Work with Resonate Client Coordinators to understand the vision and formatting each client has for their show note content.
 - Listen to podcast episodes and develop professional, coherent and grammatically correct show notes.
 - Identify ways to improve Resonate's show note service and provide our clients with content they are excited about.
- Social Content
 - Work with the Resonate Client Coordinators to understand the vision and formatting each client has for their social content.
 - Use a suite of creative tools to create, audiograms, social cards and quote cards for social media platforms.
 - Identify ways to improve Resonate's social content service and provide our clients with content they are excited about.
- Podcast Artwork
 - Work with Resonate Client Coordinators to understand the vision and formatting each client has for their basic, template cover art.
 - Use a suite of creative tools to create podcast artwork that captures the client's vision and expectations.
- Transcriptions
 - Submit transcription requests to transcriptionists and format/deliver the content back to the client on time ensuring its accuracy and grammar.

Secondary Responsibilities:

- Blog Writing
 - Contribute (as needed) to the Resonate team blog content as part of our weekly content creation strategy.
- Miscellaneous
 - Administrative support (as needed) for other team members on special projects that may require additional team effort.

To apply, please submit your information using [this form](#). All Additional questions can be sent via email to hr@resonaterecordings.com