



Production and Editing Assistant

Overview:

The Virginia War Memorial Foundation supports the Virginia War Memorial in a unique public/private partnership. The Mighty Pen Project (MPP) has been an ongoing program supported by the foundation, entering its 10th year in 2024. The MPP provides veterans and military spouses opportunities to write about their experiences in and out of uniform in essays, short stories, plays, and poetry. Beginning in 2024, a podcast will be the newest addition to the MPP. The stories written by MPP students will be performed by professional voice talent, followed by conversations between the author and David L. Robbins, founder of the MPP and podcast host. The Foundation is seeking a qualified individual to assist both in the recording studio and with editing, who is excited to grow with a new project within an established state organization.

Position Responsibilities:

- Assist in basic audio engineering during recording sessions.
- Maintain a library of recorded material in an organized, efficient manner.
- Edit recorded stories and conversations and combine into individual episodes.
- Other responsibilities related to the production process may be assigned.

Qualifications:

- Minimum of 1 year demonstrated experience in audio editing and recording.
- Proficiency with recording techniques and equipment.
- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Flexibility and willingness to adapt to changing schedules.

Scheduling and Timeline:

The ideal candidate will be able to assist in recording as-needed, possibly on weekends or evenings, scheduled in advance. Editing may be completed at the successful candidate's own pace, but must be completed in a timely manner within the scope of the project. The initial goal is to produce a minimum of 12 episodes before 2024, and thereafter maintain a minimum backlog of 12 episodes. This is a paid, part-time renewable externship, with an hourly pay range of \$17-\$20/hr. It will report to the Engagement and Outreach Manager.

Disclaimer:

The stories involved with this project may contain graphic descriptions of wartime experiences and coarse language with which the ideal candidate MUST be comfortable listening to.

Please send a resume, cover letter describing your qualifications and interest in the project, and an optional portfolio to Dan Thomas at dthomas@vawarmemorial.org by Monday, June 26th, with the subject line "Mighty Pen Podcast Editor."