Audio Engineer and Assistant Producer

Do you love the art of audio editing and mixing? Do you love music and hope to promote the place of music in the lives of young people? We are looking for an audio engineer to work with our team to produce the final mix and master of our weekly NPR program and to help us with all our audio dissemination and archiving practices.

About Us

From the Top celebrates and empowers talented young musicians ages 8-18. We are best known for our radio show featured on nearly 200 stations on National Public Radio.

Our musicians come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger.

About the Job

From the Top seeks an audio professional to master our weekly radio program, to oversee and accomplish the weekly processes associated with its dissemination and to perform additional editing assignments as necessary. As the role is the technical lynchpin for our NPR series, we're looking for a professional who enjoys working in a very systematic, organized way to produce a consistent, error-free weekly product.

This is an independent contractor year-round position requiring on average 15-25 hours of work each week and is paid at an hourly rate. During the months of July and August the weekly hourly workload reduces to approximately 10-15 hours per week.

This position will work with our fully remote team. While there is much flexibility in terms of how and when the editing/mastering portion of the work gets done, the posting of our NPR program requires attention week-in and week-out with a weekly deadline that is inflexible. The position also requires remote/online attendance at production meetings and other occasional online meetings during east coast business hours. Finally, the position requires some weekend and evening work to accommodate the schedules of our young musicians.   Applicants must have a U.S. residential and billing address and must be legally authorized to work in the U.S.

What you'll do

Mixing, Editing, and Mastering:

- Utilizing the Content Producer's scripted cuts and specs, edit interviews and other recorded content
- Compile and master (to target levels) all the audio assets of our weekly radio program including: providing a close listen for content and errors, balancing music against talk levels, adding in weekly credits and achieving proper time specifications for broadcast
- Edit, mix and master on-air promotions
- Occasionally attend talk recording sessions with young musicians to facilitate the subsequent post-production editing process

Upload and archive weekly radio feed including:
- Dividing and converting audio into multiple files and formats
- Electronically posting to multiple platforms
- Completing and posting accompanying paperwork for partner stations and internal tracking
- Posting playlists to digital platforms for stations (Playlist 2 service)
- Archiving audio content for internal purposes

Provide technical services and response to stations and public radio system, including:
- Monitoring and providing corrections to stations and system when necessary
- Creating custom audio content for stations and From the Top fellows and partners when requested

You:
- Are experienced and proficient in the art of audio editing and mix/mastering using Pro Tools
- Have experience doing highly precise voice and music audio edits with multiple tracks
- Have produced material that meets very specific delivery requirements in terms of timing and loudness standards
- Are deadline driven and have a proven track record of meeting deadlines
- Welcome the responsibility of ensuring that all materials follow From the Top's quality control guidelines
- Have high speed internet and a full audio workstation, including studio monitor speakers

It's a plus if you have:
- Experience editing talk stories
- Experience with PRSS and producing for public radio
- Appreciation for classical music

Pay and hours
$35/hr. On average 15-25 hours/week annually.

Sound like you?

We'd love to hear from you! Send an email that explains why you're interested in the position along with your resume to **jobs@fromthetop.org** **with subject line: "Audio Engineer and Assistant Producer: YOUR LAST NAME".**