

Job Title: SME Content Producer
Location: Remote
Duration: 3 months
Stipend: 35k monthly

About Us:

PrepAud is an AI-based audio-notes and practice test platform, addressing the problem of Affordable, Accessible & Assembled Notes and Study material for Indian government exam Aspirants.

Role Overview

As a **Subject Matter Expert (SME) - Content Producer**, you will be responsible for designing and executing a comprehensive content and syllabus roadmap for a specific subject. You will ensure seamless operations, from planning and creation to final production, using AI tools and creative resources.

Key Responsibilities

1. Content Planning and Roadmap

- Develop a syllabus roadmap tailored to the subject.
- Plan weekly content release schedules in alignment with educational objectives and audience needs.

2. Content Creation and Formatting

- Create templates and formats for various content pieces to maintain consistency and engagement.
- Ensure all content aligns with pedagogical standards, the company's branding, and audience expectations.

3. AI Tools and Process Optimization

- Research and explore AI tools to streamline the content creation and production process.
- Implement tools that enhance efficiency and ensure smooth operations across projects.

4. End-to-End Content Production

- Oversee the entire production process, including:

- Selecting the right voice-over artists for audio content.
- Collaborating with designers to create compelling thumbnails.
- Ensuring all multimedia content is high-quality, engaging, and error-free.

5. Quality Assurance and Coordination

- Ensure timely and quality delivery of all content pieces.
 - Collaborate with cross-functional teams, including designers, writers, and editors, to meet production goals.
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Qualifications and Skills

- Must have cleared UPSC mains with one of these subjects as Optional - History, Geography, Polity or Economy
 - Strong project management and organizational skills.
 - Familiarity with AI tools and emerging technologies in content production.
 - Proficiency in content planning, writing, and editing.
 - Excellent communication and collaboration skills.
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What We Offer

- Opportunity to work on innovative projects with a passionate team.
- A flexible and collaborative work environment.
- Competitive compensation and growth opportunities.
- Full time role after performance review