

Request for Applications: **Experienced Podcast Producer**
Apply by November 10th, 2024

The Center for Rural Studies at the University of Vermont (UVM) seeks applications for an experienced podcast producer to edit and produce a limited series of podcasts. The podcast is a deliverable of a cooperative agreement between the United States Department of Agriculture (USDA) and UVM.

The topic of the podcasts is related to Food Hub Manager Roles. The source material is a series of recordings and transcripts of interviews conducted by CRS with food hub operators and experts and aligned with an educational toolkit.

The consultant will work with the UVM and USDA teams to edit and produce approximately four podcast episodes, each approximately 30-60 minutes in length, on various topics of operations.

Suggested Scope of Work

1. Podcast production utilizing raw recordings and edited transcripts of interviews with food hub manager/food hub advisory panel members. The project team will also provide other resources to support episode development.
2. Podcast editing and production project timeline between January –March 2025 (3- month engagement).
3. All podcast episodes finalized by March 30th, 2025
4. Development of full podcast transcripts with potential for Spanish language optional captions to podcast episodes.
5. USDA/UVM meetings for review of podcast outputs and drafts throughout life of project.

**A food hub is a type of local food distributor: it aggregates locally and regionally grown food from farmers and other vendors and distributes to buyers such as schools, hospitals, restaurants and small retailers. It is distinct from a more traditional food distributor in that it has an underlying mission to support local and regional food systems, farm viability, and food access.*

A total of up to \$7,000 is available to the chosen applicant. Your response to this RFP should include a **proposed budget with detailed line items** that reflect the above timeframe of the project.

Along with the proposed budget, please send a **cover letter, min 2 references and examples of your podcast production work.**

Additional funds of up to \$3,000 are available for marketing, branding and dissemination of the final products.

Applicants who wish to provide these services should indicate so, and add a **brief scope of work and budget** for these activities to the application

Criteria for selection will include:

- Experience in editing and producing high quality podcasts
- Knowledge of local and regional food systems issues with specific understanding of food hubs as a plus.
- Budget in alignment with existing RFP.

Send materials, by November 10, 2024: cover letter, resume/CV, examples of work, and a proposed budget

**To: David Conner, at email david.conner@uvm.edu
with subject: Food Hub Podcasts.**