Wondery is hiring for a Production Coordinator to support the production of our New Shows team. This role will support day-to-day production processes across multiple podcast productions and work with show teams to ensure productions are properly resourced and remain on schedule. It is the perfect role for the audio professional who gravitates toward spreadsheets, scheduling, and organization.

You will be vital to the New Shows podcast team, providing logistical, production, and administrative support. This will include scheduling talent and freelancers, booking studios, communicating schedules (and inevitable schedule changes) with external team members, and maintaining various documents, trackers and schedules. Strong organization and communication skills are absolutely essential for this role.

You will report to the Sr. Managing Producer and work closely with the Coordinating Producer. This is an opportunity to help build and maintain infrastructure and organization for our growing slate of shows. We develop premium content and this role is key to building the foundation under each show.

This is a six month contract position with the possibility to extend. Compensation is $30-$40 an hour, with up to 40 hours each week.

Key job responsibilities

- *Support the implementation and creation of production calendars and schedules across the department*
- *Manage deliverable schedules*
- *Coordinate production logistics, timelines and expectations with internal staff and external contractors*
- *Oversee and support producers with remote and studio recordings*

BASIC QUALIFICATIONS

- *Excellent project management skills with proven ability to pivot and creatively problem solve*
- *A systematic or process-driven approach to projects with a bias for action*
- *Skilled at self-direction and strong ownership of project and process*
- *Effective leadership and diplomatic communication skills*
- *Solutions oriented*
- *Podcast obsessed*

PREFERRED QUALIFICATIONS

- *Experience as a coordinator, producer, production manager or line producer*
- *Experience with scheduling*
- *Experience with Airtable*
- *Experience managing multiple productions in a content realm as coordinator, project manager, line producer or the equivalent*

To apply, please fill out this form. Under “Position applying for” please write “Production Coordinator, New Shows.”