



Web: www.RustyQuill.com

E-mail: Mail@RustyQuill.com

Mail: Rusty Quill Ltd., 27 Old Gloucester Street, London, WC1N 3AX

Producer – Job Description

Our Company

Rusty Quill is a London-based UK entertainment production company and podcast network. We specialise in creating original, free-to-consume content as well as offering third party production services, with the aim of providing a platform for new and interesting voices and talent. Our podcasts currently receive in excess of 2,500,000 listens each month and according to recent industry metrics, we are currently the most successful independent audio drama podcast network in the UK.

Our Shows:

- **Rusty Quill Gaming** (2015-Present)
An Actual Play RPG podcast following a mixed ability group of comedians, improvisers, gamers, and writers as they play through an original, long-form tabletop roleplaying campaign.
- **Stellar Firma** (2019-Present)
A dystopic sci-fi comedy following the lives of a pair of inept custom-planet designers.
- **Outliers** (2017-Present)
A historic fiction anthology developed in association with Historic Royal Palaces, providing unique insights into real historical events at major UK Palaces.
- **The Magnus Archives** (2016-Present)
A weekly horror fiction anthology examining what lurks in the archives of the Magnus Institute, an organisation dedicated to researching the supernatural.
- **Freak's Rolecall** (in development)
A black comedy about an obnoxious twin brother and sister who inherit their late mother's business only to discover she was a Community Support Officer to a town full of supernatural creatures.

Our Values:

- **Opportunity**
Offering paid employment opportunities for those seeking to break into media production
- **Representation**
Providing a platform and safe, non-discriminatory workplace for new and diverse creative voices with poor representation in more established media
- **Community**
Working with our fans to grow a friendly and supportive community, united by our love of storytelling
- **Responsibility**
Providing leadership by example and working with our peers to improve the business practices of the media production industry



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Media links

- www.rustyquill.com
- www.facebook.com/therustyquill
- www.twitter.com/therustyquill
- www.linkedin.com/company/rusty-quill-ltd

Role Summary

We are looking for a part-time Producer to oversee the production of one of our existing shows and assist in the creation of new shows as we enter the mainstream media market and significantly scale-up our operations.

Role Details

- Position: Producer
- Location: Remote (London preferred)
- Hours: Part-time (8hrs per week - negotiable)
- Pay: £350 per month (plus expenses and corporate fees)
- Start Date: Immediate / ASAP
- Contract Length: Permanent
- Additional: Potential to participate in performance capacity

Responsibilities

This role involves:

- Working closely with our production team and reporting to the Showrunner
- Weekly strategy meetings with the Showrunner to update on production activity
- Maintaining and monitoring production workflow including:
 - o Recording schedules
 - o General administration
 - o Programming episode releases
- Assisting in the casing process including:
 - o Liaising with performers and their representation
 - o Assisting the showrunner in casting decisions
 - o Handling sensitive contractual information
- Leading a team of post-production audio Editors including:
 - o Deadline oversight
 - o Work allocation
 - o Archive oversight and maintenance
- Occasionally being required to work on behalf of Rusty Quill as a consultant, including:
 - o Generating and implementing new production workflows for third party clients
 - o Consulting with existing clients on their production workflows
- Helping to sustain our professional industry network, including:
 - o Maintaining a current working knowledge of the industry
 - o Attending industry events and networking on behalf of Rusty Quill
- Assisting in the coordination of live events including:
 - o Venue hire
 - o Accommodation
 - o Transport
 - o Catering



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o Subcontracting

- We also encourage you to interact with our fan community via our social media outlets and Discord server

Requirements

We are looking for someone who:

- Has relevant and demonstrable experience working in a project management role
- Can be regularly contactable via phone/email/Slack both in and out of normal office hours (within reason)
- Is capable with Microsoft Office (especially Word and Excel) and GSuite

Helpful secondary qualities are:

- Experience working in the media industry
- Experience working in podcasting
- London-based and able to attend events in person
- Experience working in an organisational production role
- Experience using Photoshop/ Slack/ Discord/ S3/ JIRA
- Valid UK Driving License
- First hand production or post-production experience

Person Specification

An ideal candidate is:

- Highly Organised, self-disciplined and self-motivated
- Able to work well in a distributed working environment with minimal oversight
- A strong communicator
- Actively interested in online media production (especially podcasting)
- Familiar with our existing work and online communities
- Comfortable with formal reporting where relevant
- Comfortable engaging in “geek culture”

Application Process

Please send a cover letter to **HR@rustyquill.com** with the subject line: “Producer– [NAME] –[DATE]” Then attach a copy of your CV (ideally PDF)

Please Note: If you're intending to perform this role alongside other media-related positions, it's your responsibility to declare any potential conflicts of interest to all affected parties at the outset.

Candidates that make it through the review stage will be invited for a telephone interview, after which we'll make our final decision and let you know the outcome of your application.