



PODCASTS AND STUFF LIMITED



#JOB-2465095



THE PODCAST STUDIOS, 14A Magennis
Place, Dublin 2, D02 F5P6



No of positions : 1



Paid Position



35 hours per week



36605.00 Euro Annually



20/08/2026



17/09/2026

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Podcast Editor & Producer (Audio/Video)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

About Us

Based in Dublin city centre, we are a full-service production company creating audio and video podcasts for brands, organisations, and individuals. We also run training courses, the award-winning HeadStuff arts website, and the HeadStuff Podcast Network.

We are seeking a Podcast Editor and Producer with a strong background in video editing to join our tight-knit team. The ideal candidate is a podcast fan who understands the industry and excels at collaborating with clients to bring brand stories to life.

Key Responsibilities

Production & Editing: Record, edit, mix, and produce audio/video sessions (in-studio, online, and remote). Craft recorded content into seamless episodes and promotional social clips.

Technical Setup: Handle audio/video equipment to ensure high-quality results. Curate on-brand licensed music.

Client & Project Management: Manage client relationships, delivery timelines, and develop concepts from inception to release (including pitching, refining, and rebranding).

Distribution & Growth: Distribute content across major platforms, manage CMS, and analyse listener/viewership metrics.

Content Support: Conduct research, assemble prep notes, and collaborate with the wider team on show launches.

Hours: 35 hours per week

Essential Experience & Skills

Education & Background: Relevant degree. 2+ years' experience in video production/editing (TV, radio, podcasting, or freelance; live production preferred).

Software: Fluency in Adobe Creative Suite (Audition, Premiere Pro, Media Encoder), Cubase, iZotopeRX, Descript, Riverside, Squadcast, and OBS.

Management: Proven experience in client, project, and CMS/distribution platform management.

Skills: Strong research/writing skills, PC literacy (MS Office/Google Docs), and deep knowledge of industry trends.

Attributes: A motivated self-starter who is flexible and eager to learn.

Benefits:

Private medical insurance

Work Location: Hybrid remote in Dublin, County Dublin

- This vacancy is suitable for Remote/Blended working
- **Sector:** arts, entertainment and recreation

Career Level

- Professional