



Podcast Show Note Writer Job Description

Resonate Recordings is more than a podcast production company; we are a collective of audio professionals and branding creatives who are motivated to make podcasting easy for our clients. We are trained and educated to use innovative technology to help create quality podcasts that represent a podcaster's unique creative expression so it will resonate with their listeners. Since 2014 we have been committed to building something bigger than a podcast production company. We've accomplished this by bringing together an amazing team of audio engineers and branding creatives, allowing our clients instant access to the most talented and competent podcasting partner in this industry. We have the honor of partnering with some of the most recognized podcasters in the world.

Summary: As we grow we are looking to add 1099 contract Show Note Writers to our team who understand our vision and who are eager to grow with our team. The ideal candidate must exhibit a willingness to learn and adhere to our standards of quality as well as efficiency. This role assists the Operations Manager and Production Coordinator with providing our clients show notes for their podcast episodes. Our show notes services include variations of bullet point key takeaway summaries (with timestamps), keyword focused paragraph summaries of the content covered, as well as identification of SEO keywords and relevant outbound links to guests bios and social sites as well as any resources mentioned. Compensation for show notes varies based on length and complexity. This is a contractor role that will require flexibility as the need for the services fluctuates. Scheduling of show notes can be done around your availability. Because it is our desire to be the best podcast production company, we are looking to add team members who are passionate about superior customer experiences and who are hungry to help us achieve this goal.

Primary Responsibilities:

- Listen to podcast audio and summarize the content in a simple, readable way for the podcast listeners.
- Identify and summarize the main points of a podcast episode into either paragraph format and/or bullet point key takeaway summaries with correlating timestamps (depending on the level of service chosen).
- Identify and notate relevant SEO keywords for each episode.
- Identify and link to relevant outbound social media or biographical links for each episode's guest, as well as any resources or articles mentioned.

Goals:

- Deliver superior quality: Maintain the highest level of personal work quality.

- Provide content on time: Provide the content requested to our team for final review and submission to our clients on time, to ensure their satisfaction.
- Accuracy of work: Deliver finalized content that has been checked for accuracy, grammar and coherency.

Qualifications:

- Attention to detail and strong grammar skills are *mandatory*
- A self-driven, focused mentality is *mandatory*
- Ability to perform an effective personal quality-control (QC) for grammar, readability and accuracy is *mandatory*

This is a **1099 contract role** and you must be able to work remotely. Apply to become a Show Note Writer here: <https://forms.gle/kEC7WEI5jgD2Nq2b9>.