



Producer

Spring 2023

£19,000 - £24,000 a year - Full-time, Contract, Permanent.

Job title:

Producer

Hours:

Full-time

About us:

Voice Talent Online is a provider of international voice-over services, helping global brands achieve their creative goals. Our producers work with a network of hand-selected voice actors, translators & linguists to produce very high-quality multimedia with fast turnaround.

Join a growth company, in a role with significant potential in an expanding team.

Location:

At our studio in Gravesend, Kent @ 52 Bath Street, DA11 0DF.

About the role:

You will work at the heart of VTO's administrative operations – manage projects, work with the best voice talent and amazing clients – ensure tight deadlines are met and standards maintained or exceeded.

Equally, and perhaps, more importantly, you'll combine creativity, ideas and musicality with a strong focus on the end-user's listening experience – to ideate, execute and deliver energised productions.

Applications welcome from graduate candidates as well as those with more industry experience.

The work is fast-moving and can be exciting, stimulating and diverse, with plenty of variety.

You are expected to be prompt and efficient. Broadcasting is a 24-hour operation and the working style reflects this. You may have to work some evenings and occasional weekend time.

**Responsibilities:**

May include:

- Project management.
- Cast / recruit voice talent.
- Book voice talent to record voice over.
- Direct recording sessions – in-person / remotely via Teams / Zoom / phone.
- Edit audio (file-split, re-name, synchronise, EQ, normalize, compress, etc).
- Brainstorm, storyboard & refine creative briefs.
- Composition / sound design.
- Maintain excellent record-keeping.
- Research.
- Day-to-day business admin / office maintenance.
- Other tasks as may be required.

About you:

Execution- & results-oriented. We want to see & hear your work.

An obsessive creative, with strong focus on the end-user's listening experience.

Great ears.

Audio / video / media qualifications.

Enthusiastic & positive.

Fast typist with good experience of Microsoft 365 suite.

If you are bilingual, a second language would be useful but not essential.

Other info:

Full, 'on-the-job' project management training will be provided.

Please provide:

- Academic history.
- Qualifications.
- Employment history.

Work examples, together with two references will be requested in due course.

Other benefits:

- Free, on-site parking.
- Open-plan office.
- Casual dress.

Applications:

Submissions by email to jobs@voicetalentonline.com

Reference ID: Producer | Full-Time.