



Still We Rise Podcast Technical Editor

Background

Reflections seeks to chronicle a more personal and inclusive history of the University of Virginia by collecting and sharing the stories of University students, staff, faculty, alumni, and Charlottesville community members who have contributed to its rich and complex institutional narrative. With the ongoing participation of members from across the University and Charlottesville communities, we hope to encourage intergenerational transfer of knowledge and a more comprehensive, diversified collection of stories that enrich and carry our University's history forward.

Motivated by 2020's constant reminders of racial injustice, *Reflections: Oral Histories at UVA* has been moved to create a podcast exploring race, equality, and equity at the University of Virginia over the last half-century with the intention of initiating profound, provocative, and ongoing dialogue about racial injustice and the Black experience within our university community. By taking a close look at where we have come from, we can do the difficult work of creating a better future.

Position Description

Reflections is seeking a technical editor to assist with the production of each podcast episode. This individual will join a student production team and report to podcast producers, *Reflections'* director, and the production editor. The technical editor is responsible for the technical, methodological aspects of episodes' production. This includes managing a streamlined transition between transcription and script editing, pulling selected audio clips, correcting transcriptions, and aiding in final episode editing. This person will work closely with the production editor; the two together will move the episode from a collection of audio clips to a polished episode. The technical editor should be organized, independent, while also able to work collaboratively. Meticulous attention to detail is required. Previous experience with Audacity editing software is preferred though not required. The primary roles of the editor can be summarized by the following categories:

- **Copy Editing:** Our team uses an audio to text transcription service that needs to be edited for accuracy after every interview/recording. The editor will be responsible for editing these transcripts.

- Collaborating: The technical editor will collaborate with the rest of the production team to identify quotes from transcripts and arrange episode scripts. Though the technical editor has very distinct responsibilities, they can still expect opportunities to offer input into the design and narrative of each episode.
- Audio editing: Raw audio from interviews and recordings will be cut into shorter segments based on the script composed by the production team. The technical editor will be responsible for cutting these clips, finding music and transition sounds from online databases, and working in the final stages with the production editor to assemble complete episodes.

Applicants should have an interest in storytelling and podcasting though no previous experience is required. The technical editor should expect to work an average of 10 hours per week throughout the school year. Episodes are released on a monthly basis and various periods in the production process are more labor intensive than others. The technical editor will be compensated a competitive student wage.

How to Apply

If you are interested in applying please complete [this application](#). All applications are due by 11:59 pm on July 17, 2021. Selected candidates will be contacted for an interview. However, only one person will be hired for this position. For more information visit the [Reflections website](#). If you have any additional questions please email reflectionsuva@gmail.com with the subject line “STILL WE RISE EDITOR INQUIRY (YOUR NAME)”