



Carbon Health

CARBON HEALTH REMOTE PODCAST EDITOR JOB BRIEFING

Who We Are

We're a global team of top healthcare providers and experts in a wide range of fields — working to improve how patients and providers experience healthcare. At Carbon Health, we believe in the power of health, of medicine, and of technology. We aim to create a supportive environment where you can develop your career and continually refine your craft, whether you work in one of our clinics, with the team at Carbon Health headquarters or Remotely from home. We're removing traditional boundaries in healthcare, to make high-quality, transparent, and personal care accessible — because great care should always be within reach, no matter who or where you are.

ABOUT THE ROLE

We are recruiting for a Podcast Editor to join our team, as the Podcast Editor who specializes in the podcast industry. You are responsible for the planning, recording, editing, and publishing of the podcast. You will also condense episode content, create a cohesive narrative throughout an episode, improve audio quality and occasionally create supplementary materials for the podcast.

RESPONSIBILITIES

- Conduct the actual editing of raw recordings of the podcast by editing audio, adding clips, splicing clips, and process enhancements.
- Create a seamless stream of audio by mixing audio from other files or directly from the archival footage with the main podcast content.
- Review audio recordings and facilitate cutting things out or adding things in every podcast episode.
- Ensure that the Podcast was polished before publishing.
- Collaborate with the team on how to improve the quality of the sound of the podcast.
- Conduct content editing by making editorial choices on the recordings to objectively choose the right parts to be included in the podcast.
- Ensure the quality of the audio does not compromise the content.
- Diagnose technical issues from time to time.
- Attend remote tapings, recordings, interviews, and meetings.
- Assist the team in future planning and development of the podcast.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Communications, Information Technology, Multimedia, Arts or relevant field.
- At least three (3) years of experience working, editing, and growing a podcast.
- Great writing and grammar skills.
- Ability to adapt writing style based on the brand voice of the company
- Solid knowledge of the podcast industry.
- Familiarity in the use of podcast editing software such as but not limited to Pro Tools, Adobe Audition, Logic Pro X, Audacity, GarageBand, Descript, and Reaper.
- Knowledge in taking and editing raw .wav files, .mp3 files, and other audio formats.
- Great communication and interpersonal skills Mobility: Primarily sedentary, able to sit for long periods of time.

ENVIRONMENTAL CONDITIONS

Work-from-home (WFH) environment.

Hourly Salary Range

Carbon Health complies with state and federal wage and hour laws, compensation depends upon the candidate's qualifications, education, skill set, years of experience, and internal equity. \$55 to \$60 Hourly Wage.

You will be paid weekly via direct deposit to your bank account. The pay is \$55 per hour during training and \$60 per hour after training. You will undergo two weeks of training from the director, and the training and orientation will be conducted via the company's online portal software, which will be installed on your iMac by our software manufacturers. You will be required to enroll in a bank account for payroll functions (such as disbursements of your pay, bonuses, and incentives). You will learn more about this from your interview manager as you proceed. You will also receive an I-9, employment eligibility paperwork, a comprehensive benefits letter, and other HR documents before you begin training.

Candidates who are selected for this position will be trained remotely and must be able to work from home in a designated work area with company-provided technology equipment.



Carbon Health

CARBON HEALTH REMOTE PODCAST EDITOR JOB BRIEFING

Benefits and Beyond

When it comes to taking care of our team, benefits are just the beginning. Our offering is designed to help you live your best and healthiest life, both at work and away.

- * **WFH stipend: For whatever you need to make your home office into your ideal workspace.**
- * **Employee discount: Get free and discounted products for yourself as well as friends and family.**
- * **Sign-on Bonuses OR Student Loan Assistance**
- * **Generous paid time off**
- * **Affordable medical, dental and vision coverage for employee and family members**
- * **Two retirement plans! 401(k) AND Employer Paid Pension**
- * **Utility stipend: An extra \$75 each month to cover extra cell phone, internet, or data usage**

PHYSICAL REQUIREMENTS

Ability to speak, see and hear other personnel and/or objects. Ability to communicate both in verbal and written form. Ability to travel within the facility and outside the facility including by airplane when requested. Capable of using a telephone and computer keyboard. Ability to lift up to 10 lbs.

YOU WILL BE ADVISED ON HOW TO RECEIVE THE FOLLOWING DEVICES

Apple iMac Pro (27" 5K Retina Display; 1TB SSD.)
AKG K712 Pro Reference Headphones.
HP Smart Tank plus 555 (All-in-One Wireless Inkjet Printer)
Sony MAS-A100 Beamforming Microphone.
Honey Optics 12x – NDI 4K Camera Conference & Broadcast PTZ Live Streaming

WORK EQUIPMENT NEEDED

Apple iPhone 14 Pro, Apple iPad Pro, Apple Pencil

SOFTWARE LIST

Carbon Health Employee Portal, Virtual Presence 2.0 Video ConferencingPro, Norton Ghost, GarageBand, Descript, Reaper. Office 365 Home Premium are among the programs included.

How to schedule your interview:

For the first phase of your interview, Please sign up or install **Microsoft Teams** on your **iOS** or **Android** tablet or mobile device, follow the simple signup procedure to create an account or login if you have registered already. Type in the email (**Hiring@carbonhealth.careers**) to start a new conversation with your interview manager. You can also send me an e-mail to assist if you run into difficulties setting up the Microsoft Teams.