

POSITION DESCRIPTION

Position Title: Audio Editor

Reports to: “Shoot the Breeze” (STB) Lead

Location: Wild Horse FM Studio, Yarraman

Tenure: Part-time, grant-funded

Hours: Approx. 156 hours (building over time)

Period: 1 January 2026 – 30 June 2026

Role purpose

The Audio Editor provides **behind-the-scenes post-production support**, ensuring recorded programs are **polished, assembled and broadcast-ready**, while maintaining consistent sound quality across Wild Horse FM content.

This role **does not involve presenting, interviewing or content creation**. The focus is on **recording the interviews, editing new and existing recordings, audio quality, and supporting volunteers to build technical confidence and skills**.

Role outcomes

1. Timely delivery of high-quality, broadcast-ready programs (particularly *Shoot the Breeze*)
 2. Improved sound quality, consistency and reliability of locally produced audio
 3. Increased volunteer confidence and capability in recording and basic editing tasks
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Key responsibilities

1. Audio Editing & Post-Production

- Record and edit new & existing recordings to ensure clean, clear and consistent audio
- Adjust levels, pacing and timing to meet broadcast standards
- Assemble program segments into allocated time slots, including:
 - intros and outros
 - sponsorship announcements
 - station IDs
 - transitions
- Prepare completed programs ready for scheduling and broadcast
- Maintain organised audio archives using agreed naming conventions

2. Technical Production Support (Volunteers)

- Provide practical, patient support to volunteers using recording equipment and software
- Assist with technical setup for recording (studio or field), where required
- Support volunteers to understand file management and hand-over processes
- Help reduce technical barriers while encouraging skill development
- Support volunteers — **not replace them**

3. Audio Quality & Process Improvement

- Monitor sound quality and flag technical or equipment issues to the STB Lead
 - Contribute to clear, repeatable post-production workflows
 - Support consistent station sound standards (training provided if needed)
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Skills & attributes

- Experience with audio editing software (Audacity, Adobe Audition or similar)
 - Strong ear for sound quality and attention to detail
 - Comfortable working independently and meeting deadlines
 - Clear, calm and supportive communication style
 - Reliable and consistent studio presence (generally the same day each week)
 - Flexible approach as workloads vary over time
 - Interest in community broadcasting and volunteer development
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Equipment & conditions

- This is a **studio-based role**
- Wild Horse FM provides all required equipment and software
- No remote work equipment or software is provided
- All audio, content and intellectual property produced remains the property of Wild Horse FM