

Job Title: Talent Operations Director
Location: Westlake Village, CA | Brooklyn, NY | Remote USA
Company: Voicing Change Media

About Us:

[Voicing Change Media](#), a podcast creator network launched by Rich Roll (award-winning podcast host) and RXR Sports (talent management firm), is seeking a Talent Operations Director to support end-to-end delivery of podcast ad campaigns. VCM comprises shows such as The Rich Roll Podcast, Feel Better, Live More, The Proof w/ Simon Hill, Mentor Buffet w/ Alexi Pappas, and more. Our mission is to elevate voices that inspire a global audience to live healthier, more fulfilling lives.

Job Summary:

The Director of Talent Operations is responsible for overseeing the systems, processes, and relationships that support VCM's creators, hosts, and talent partners across the full lifecycle—from acquisition and onboarding through performance management and long-term retention. This role ensures that talent is set up to succeed, brand partnerships are executed with consistency and excellence, and the organization can scale its talent network sustainably as the business grows.

Key Responsibilities:

Talent Operations & Relationship Management

- Serve as the primary owner of day-to-day talent operations for creators and hosts.
 - Maintain strong, professional relationships with talent, acting as a trusted point of contact.
 - Ensure talent has clarity on expectations related to brand partnerships, deliverables, timelines, and best practices.
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Talent Acquisition & Onboarding

- Partner with executive leadership to define talent needs aligned with company growth and programming strategy.
 - Manage the talent acquisition process for creators, hosts, and contributors, including:
 - Sourcing and outreach
 - Interview coordination
 - Evaluation and selection
 - Lead end-to-end talent onboarding, including:
 - Contract handoff and documentation coordination
 - Orientation to VCM systems, workflows, and brand standards
 - First-90-day success planning
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Brand Partnership Enablement

- Collaborate with Partnerships, Ad Operations, and Creative teams to prepare talent for brand and agency engagements.
 - Support execution of ambassador, 360-degree, and long-term brand partnerships.
 - Ensure talent is equipped to deliver high-quality, on-brand, and on-time partner deliverables.
 - Help translate brand objectives into clear, actionable guidance for talent.
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Operational Systems & Process Improvement

- Own and continuously improve talent-related workflows, tools, and documentation.
 - Maintain and evolve talent playbooks, best-practice guides, and Notion Client Portals.
 - Track talent deliverables, campaign execution, and operational performance.
 - Identify opportunities to streamline processes and reduce friction as the talent network grows.
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Performance Management & Feedback

- Conduct regular talent check-ins to review performance, engagement, and development needs.
 - Partner with leadership to support performance improvement conversations when needed.
 - Collect and synthesize feedback from internal teams and brand partners to inform talent development.
 - Contribute to retention strategies and long-term talent growth planning.
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Cross-Functional Collaboration

- Work closely with:
 - Partnerships and Ad Operations on campaign execution and partner satisfaction
 - Creative and Production teams on workflow alignment
 - Operations leadership on capacity planning and scaling strategies
 - Provide clear reporting and insights on talent operations health and trends.
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What We're Looking For:

- 8+ years of experience in talent operations, talent management, or a related field.
- Experience managing creators, hosts, or public-facing talent preferred.
- Demonstrated experience with talent acquisition, onboarding, and lifecycle management.
- Strong organizational and communication skills.
- Ability to operate in a fast-paced, creative, and evolving environment.
- Comfortable working cross-functionally and holding stakeholders accountable.

- Experience with Notion or similar operational tools preferred.

Benefits:

- Competitive salary and performance-based bonuses.
- Health, dental, and vision benefits.
- Professional development opportunities.
- A creative, supportive, and collaborative work environment.

How to Apply:

Please submit your resume and a cover letter to hello@voicingchange.media outlining your experience and qualifications for the Talent Operations Director role. We are looking for someone who shares the values of Voicing Change Media and has a can-do attitude, with an eye toward problem-solving and a willingness to jump in where needed.

Voicing Change Media is an equal opportunity employer and we encourage applicants from all backgrounds to apply. We are committed to fostering an inclusive environment where everyone has the opportunity to thrive.