

Job Title: Podcast Studio Operations Manager
Location: Westlake Village, CA
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), are seeking a Studio Operations Manager candidate who can execute on studio management and operations needs for the shows in the network that record in our state of the art studio space in Westlake, CA. VCM consists of shows such as The Rich Roll Podcast, The Proof with Simon Hill, Mentor Buffet w/ Alexi Pappas and more, and is focused on elevating voices that help a global audience live healthier, more fulfilling lives.

Job Summary:

We are seeking an experienced and highly organized Studio Operations Manager to oversee the day-to-day operations of our studio, ensuring smooth interactions with clients, freelancers, and internal team members. This individual will manage podcast recording schedules, track studio activities, handle billing, provide production support, and lead our front-of-house operations. The Studio Operations Manager will also play a key role in building and managing a team of freelancers and running network-wide events contributing to a collaborative and creative studio environment.

Key Responsibilities:

Podcast Recording Scheduling & Production:

- Manage and coordinate podcast recordings in the space, ensuring smooth transitions between recording sessions, ad production shoots, and meetings.
- Provide hands-on support as needed during studio sessions, assisting with setup, coordination, and ensuring everything runs smoothly.
- Communicate effectively with clients to confirm schedules and logistics.
- Serve as the main point of contact for podcasts that record in the space, providing exceptional service.
- Maintain a professional, welcoming environment for all studio visitors.

Freelancer Team Management & Development:

- Build and maintain a talented pool of freelance videographers, editors, and photographers, ensuring a diverse and skilled team to meet production needs.
- Schedule and coordinate freelancer assignments based on studio needs, balancing availability and expertise.
- Provide ongoing support and guidance to freelancers, ensuring quality output and adherence to studio standards.

Studio Tracking & Billing:

- Track studio usage, including hours, resources, and milestones, ensuring accurate records.
- Collaborate with the finance team to invoice clients, deliver freelancer invoices, and resolve any discrepancies.

Facilities Management:

- Oversee the physical and operational management of the facility, ensuring it is well-maintained, stocked with necessary supplies, and organized.
- Manage the inventory of studio equipment, IT capabilities, and building security ensuring spaces and resources are utilized efficiently.
- Uphold studio policies and procedures, ensuring the highest standards are met.
- Track studio-related operational expenses and manage vendor contracts and renewals
- Partner with Finance on budgets and approvals
- Identify efficiencies and operational improvements over time

Podcast Network + Studio Events:

- Collaborate with a team to ideate, plan, and coordinate events in the space, including live podcasts, workshops, and experiential events that promote the Network and foster brand and audience engagement.
- Oversee the logistics and execution of events, ensuring all details are handled from concept to execution.
- Work closely with the leadership team to fully monetize the space and create outside event opportunities.
- Engage with external partners, clients, and stakeholders to build relationships and promote the facilities' offerings.

Qualifications:

- 5+ years of experience in operations or management, production coordination, or a similar role within the creative media industry.
- Strong organizational and multitasking abilities, with attention to detail.
- Excellent communication skills, both verbal and written.
- Experience with Notion, studio management tools, and basic accounting or billing systems.
- Ability to work independently as well as collaboratively in a fast-paced, dynamic environment.
- A proactive and solution-oriented mindset, with the ability to handle high-pressure situations.
- Strong leadership skills, with experience managing freelancers or small teams.
- A passion for podcasting and working with diverse teams.

Preferred Skills & Experience:

- Familiarity with audio and video production processes.
- Knowledge of event coordination and client relationship management.
- Experience working with clients in a creative or production-focused industry.
- Technical proficiency in industry-standard software and tools (e.g., Notion, accounting platforms).

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 Studio Operations Manager role. We are looking for someone who shares the values of Voicing Change Media and has a can-do attitude, with an eye towards 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.