

**Watford Palace Theatre**

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### Freelancer Podcast Producer /Editor

The Podcast Producer/Editor will create a Podcast capturing stories and reminiscences of participants, evoking a feeling of the listener being involved in the history and memories of Watford in 1980s and capturing the landscape of Watford which gives a strong sense of its past.

The objective of the podcast will be to capture the collective memory of Watford during the 1980s including stories about Watford Football Club and the cup final in 1984. The podcast will be used ahead and during the run of Elton John's Glasses at Watford Palace Theatre. We also hope the podcast will serve as a catalyst to bring new audiences to the theatre to see the play, visit archives/collections and inspire new stories and the collection of new oral histories and testimonies.

Freelancer duties include:

- Create/ edit and produce a 20 minute podcast meeting objectives that have been agreed with the Participation and Engagement Producer and ensure its suitable for broadcast either on radio and online
- Create and edit 1-2min introductory audio clip introducing the project, the play and featuring stories from the participants
- Create an audio walking tour based on the reminiscences to support a walking map
- Conduct interviews and collect vox pops of participants who take part in workshops. Number to be agreed with Engagement Producer
- Attend creative workshops, sharing event and walking tour to help devise content for the podcast. Number of session to be agreed with Engagement Producer
- Interview relevant project partners to include in the podcast as advised by the Engagement and Participation Producer
- Undertake necessary research (desktop/digital) to help inform and produce the podcast
- Ensure sure the podcast is suit able as a legacy of the project and also act as a high quality evaluation output
- Decide on a date of completion with the Engagement Producer

### **Deadlines and contact details**

**Fee:** £1,500

**Application details:** 1 side of A4 explaining why you would be suitable for this role, how you would approach and deliver this project, provide examples of previous work and include a brief CV (this can also be in the form of a website, online portfolio, etc. No links to LinkedIn please.)

**Deadline for submission:** Monday 19<sup>th</sup> June by 9am. All applications after this time will not be considered.

**Contact:** For further details and submission please email Roisin Walsh, Participation and Engagement Producer [roisin@watfordpalacetheatre.co.uk](mailto:roisin@watfordpalacetheatre.co.uk)

Palace Theatre Watford  
Limited is a company  
limited by guarantee  
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