

## LIVIA BROCK

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*Freelance podcast producer with five years of experience. Shows flexibility, strong problem-solving skills, creativity, an eagerness to learn, and a passion for telling entertaining, informative, and inclusive audio stories.*

### AREAS OF EXPERTISE

Audio Editing | Booking | Descript | Dropbox | Giving and Receiving Feedback | Google Drive | Notetaking | Organization  
Project Management | ProTools | Researching | Riverside | Scheduling | Sound Design | Teamwork | Transcribing

### WORK EXPERIENCE

#### **Contract Associate Producer and Audio Editor with [PRX](#), Remote**

[Built Podcast](#)

**May 2024 - Present**

[The Joy of Why](#)

**August 2023 - Present**

[The Plate Show](#)

**September 2023 - December 2023**

[Between Black and White](#)

**April 2023 - September 2023**

- Researched interview topics and created prep docs for potential interviewees, conducted pre-interviews
- Coordinated with guests, hosts, producers, recording studios, and tape syncers to schedule interviews
- Supported interview and host tracking sessions on Zoom or Riverside
- Transcribed interviews and cleaned up audio scripts using Trint or Descript
- Gathered sound elements for episodes (music, archival, sfx, etc)
- Assembled a full cut of episode with voice, sound effects and music layers using ProTools
- Revised edit sessions based on client notes and delivered session to sound designer for mastering
- General administrative support (follow-up emails, archiving, etc.), maintained filing system for show (preps, scripts, audio files, mixes, release forms, etc.), and attended and took notes during production meetings

#### **Freelance Audio Editor, Remote**

[Firestarter Interactive](#)

**April 2021 - April 2024**

- Cleaned up transcripts, gathered sound elements for episode (music, archival, sfx, etc.)
- Assembled a full cut of episode with voice and music layers using ProTools and revised episodes based on client notes

#### **Freelance Producer, Remote**

[From the Borderlands](#)

**October 2020 - December 2023**

[The Greenroom](#)

**April 2021 - March 2022**

[The Dig with Julie Strong](#)

**December 2019 - September 2020**

- Coordinated with host to develop each season or episode's structure and storyline
- Created and maintained production timelines, maintained filing system for scripts, audio files, and mixes
- Transcribed tape using Trint, and mixed and mastered episodes using ProTools
- Collaborated with hosts to edit episodes, rearrange tape, and write narration using Google Docs
- Uploaded to hosting site and made sure podcast was distributed across all listening platforms
- Developed strategies for revenue streams, including setting up a Patreon, dynamic ad insertion, creating and posting on social media accounts, and cross-collaboration with other shows or related organizations
- Worked on several shows as the sole producer of 10+ episodes per season

#### **Podcast Intern, Remote**

[How I Get By](#)

**November 2019 - January 2020**

- Recruited guests over social media platforms, conducted pre-interviews, gave feedback on episodes

### EDUCATION AND CERTIFICATIONS

**Salt Institute for Documentary Studies, Portland, ME**

**May 2020**

*Graduate Certificate in Radio and Podcasting*

**NYU Tisch School of the Arts, New York, NY**

**July 2018**

*Podcast Workshop*

**Lewis and Clark College, Portland, OR**

**May 2018**

*Bachelor of Arts, Philosophy*