

LIVIA BROCK

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Freelance podcast producer with four years of experience. Shows flexibility, teamwork, a solid ability to problem solve, a willingness to learn, and a passion for telling entertaining, informative, and inclusive stories.

AREAS OF EXPERTISE

Client and Project Management | Admin Tasks | Researching | Booking Guests | Audio Editing | Sound Design | Collaboration | Organization | ProTools | Dropbox | Google Drive | Riverside | Trint | Descript

WORK EXPERIENCE

[PRX](#), Remote

April 2023-Present

Contract Associate Producer

- Attended and took notes during team editorial and production meetings.
- Researched topics and created prep docs for each potential interviewee.
- Coordinated with guests, hosts, producers, recording studios, and tape syncers to schedule interviews and pre-interviews, supported interview and host tracking sessions on Riverside.
- Created organizational documents to stay on top of guest reach outs, production timelines, etc.
- Edited interviews as needed, and researched and compiled music and production elements.
- Maintained filing system for show (preps, scripts, audio files, mixes, release forms, etc).
- General administrative or organizational support (follow-up emails, archiving, etc).

Contract Audio Editor

- Gathered sound elements for episode (music, archival, sfx, etc)
- Assemble a full cut of episode with voice, sound effect and music layers using ProTools.
- Revised edit sessions based on client notes and delivered session to sound designer.

Freelance Producer, Brooklyn, NY

[From the Borderlands](#), Remote

October 2020 - Present

[The Greenroom](#), Remote

April 2021 - March 2022

[The Dig with Julie Strong](#), Remote

December 2019 - September 2020

- Coordinated with host to develop podcast structure and storylines
- Created and maintained production timelines for each episode or season
- Transcribed tape using Trint and created scripts using Google Docs
- Collaborated with hosts to edit, structure episodes, and write narration
- Mixed, mastered, and sound-designed using ProTools.
- Distributed podcasts across listening platforms and developed strategies for revenue streams
- Posted clips and video content across various social media platforms to increase engagement
- Worked on several shows as the sole producer of 10+ episodes per season

Freelance Audio Editor, Brooklyn, NY

[Firestarter Interactive](#), Remote

April 2021 – Present

- Edited tape on ProTools, adjusting sound quality and volume according to industry standards.

Podcast Intern, Brooklyn, NY

November 2019 - January 2020

[How I Get By](#), Remote

- Recruited guests over various social media platforms and conducted pre-interviews over the phone.

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