

Women@Tech

Podcast Producer

Women@Tech is a volunteer-led UK organisation, dedicated to connecting, developing, and advocating for women in technology, with the backing of our industry-leading member companies. Driven by women and allies working within the most influential Tech companies in the UK, we deliver a unique blend of mentorship and development programmes; networking events; and advocacy initiatives, to improve representation and progression of women within the Tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the Tech industry. For more information, please visit our [website](#).

What We Need

[The Impact Room and Career Corner](#) are signature podcast series from Women@Tech, a platform championing women in technology through bold storytelling, career conversations, and thought leadership. These shows spotlight diverse voices and real stories that drive change, challenge norms, and inspire action across the tech sector.

To support our growing podcast presence, we're seeking a Podcast Coordinator to help deliver and launch high-quality episodes. This is a key role that ensures smooth production, excellent guest experiences, and powerful storytelling aligned with our mission.

What You'll Do

As Podcast Producer, you'll play a pivotal role in ensuring each episode is delivered on time and to a high standard. Your responsibilities will include:

- Own and manage the production calendar, episode tracker, and publishing schedule
- Coordinate recording logistics and timelines with hosts and editors
- Ensure scripts, briefs, and editorial notes are prepared and shared in advance
- Handle all guest logistics from outreach to post-launch, including podcast briefs
- Ensure a smooth, inclusive and professional guest experience from start to finish
- Work with our marketing team to draft promotional copy and assets
- Track basic analytics and gather feedback to refine future content

Who We're Looking For

We're looking for a **reliable, proactive, and detail-driven** Podcast Producer to take the lead on keeping our podcast production running smoothly across both shows. You're someone who thrives behind the scenes, juggling multiple moving parts and creating space for others to shine. You're passionate about producing thoughtful, high-quality content that drives meaningful conversations.

A note from our Chief Product Officer: We're specifically looking for someone who is genuinely passionate about The Impact Room and Career Corner. Before applying, please take the time to listen to a few episodes from our current and previous series to understand the tone, values, and purpose behind the work we do. These podcasts have been built with intention and care over time, and we're looking for someone who shares that same dedication. If our mission resonates with you and you feel aligned with the voice and vision of our content, we'd love to hear from you.

Time commitment: 2–3 hours p/week (flexible depending on production schedule)

Location: Remote

Type: Volunteer

HOW TO APPLY?

Please contact keranspetch@gmail.com with a cover letter.