



www.marketingmessages.com

Audio Production Assistant

Position Summary

Marketing Messages is looking for a bright, detail-oriented self-starter to join our team on a part-time basis in our Waltham, MA office. Position is 12 to 16 hours a week in 4 hour shifts, with the potential to add hours as needed. The schedule is flexible; weekdays within the hours of 9am to 5 pm, so if you'd prefer to work just mornings, or afternoons, or a combination of both, that can be arranged.

The Audio Production Assistant reports directly to the Production Director. This person will be responsible for validating inbound, raw audio originated by our professional voice talents. Additional responsibilities include; working directly with voice talents during live recording sessions, editing recorded voice files for post-production; coordination of activities between Customer Service and Production regarding the order fulfillment process, and other operational activities as required by the Production Department.

This position is intended to evolve into a fully-trained audio production associate. Ideal candidates will have the long-term desire to record and edit speech-based audio.

Duties and Responsibilities

- Work directly with voice talents to ensure all incoming recorded audio is complete and accurate
- Monitor local recording sessions
- Facilitate receipt of corrections in the event of errors
- Ensure that scripts are formatted accurately
- Help maintain archive
- Provide customer support

Required Qualifications

- Have superlative critical listening skills
- Have basic audio editing skills (we use Adobe Audition and Sony Sound Forge)
- Feel very comfortable working in a Windows-based computer network
- Possess strong analytical and meticulous organizational skills
- Communicate clearly, both verbally and electronically
- Have good common sense and a knack for troubleshooting
- Be self-motivated, energetic, and curious
- Work both independently and in a small, entrepreneurial team environment

- Share our deep commitment to provide excellent customer service
- Know Microsoft Outlook, Word and Excel; experience with Sales Force helpful
- Minimum 2 years college
- Experience in quality control or inventory environment a plus

Company Background

Marketing Messages is a telecommunications company and a marketing company, rolled up into one. We employ professional Voice Talents in over 70 languages and dialects to record voice prompts, messages and narration in a tightly controlled studio environment with rapid turn-around. Our offerings span a wide variety of telephony and web-based applications, from large speech-recognition IVR and Auto Attendant systems to multi-media presentations, eLearning applications, and long-form narration services. We also specialize in unique applications, such as customer surveys, outbound IVR, and voice-enabled mobile systems.

Marketing Messages is a small and rock-solid 30 year old, with a client list of over 200 Fortune 500 Companies and 3500 smaller firms. We work hard, but like to have fun as well – all within in a collaborative, casual working environment. Our offices and recording studio are located in Waltham, Massachusetts. See us at MarketingMessages.com.

Contact Information:

Submit your resume with a cover letter via e-mail to jobs@marketingmessages.com

No phone calls or recruiters, please.