

Digital Podcast Producer

Start Date: May 4, 2026

End Date: August 31, 2026

Duration: 17 weeks

Salary: \$21 per hour, plus 8% vacation pay.

Hours: Full-time, flexible hours, 37.5 hours weekly

Job Location: Hybrid, 2 Kent Street, Beaconsfield Historic House, Charlottetown

Join the PEI Museum and Heritage Foundation to help us grow our digital presence through our podcast, social media, website and beyond!

5 seasons of our podcast, *the hidden island*, are already available on your favourite podcast platforms. Find out more and listen [here](#).

Check us out on social media (@heritagepei - Facebook, Instagram, LinkedIn) and on our website www.peimuseum.ca!

Position Objective

To develop and complete season 6 of the Foundation's official podcast: *the hidden island*. Main duties:

- 1) Writing, recording and producing at least five (5) twenty to thirty-minute episodes of *the hidden island*.
- 2) Collaborating with other staff at the Foundation, such as the editorial team at *The Island Magazine* and the Project Coordinator at the *Hidden Island* video series, to create cross-platform promotion and support.

In addition, the Podcast Producer may be asked to occasionally assist in the creation and development of digital content for the Foundation's website and social media channels. These duties, however, will be secondary and will only be undertaken if they do not interfere with the main duties listed above.

Related Tasks:

- Researching, contacting and interviewing contributors;
- Travelling across the province may be required;
- Collaborating with external and internal partners and co-creators, who may participate in the development of podcast episodes;
- Working with *The Island Magazine* team to support cross-platform collaboration.
- Researching, writing and editing scripts for podcast episodes, as well as for other digital content;

- Recording and editing podcast episodes;
- Preparing transcripts of episodes for greater accessibility;
- Working with the Foundation's Communications and Fundraising Coordinator to develop a promotional strategy for the podcast, and participating in interviews with media to promote Foundation products and activities;
- Participating in some Foundation staff meetings and events as requested;
- Adding content and updating the Foundation's website as required

Other relevant digital tasks, as assigned.

Required Skills, Education and Experience:

- Knowledge and some experience with audio and/or video editing software such as Audacity, Adobe Premiere, Final Cut Pro, or equivalent;
- Some experience with digital content creation, including social media communication;
- Strong communication skills and ability to collaborate with staff and partners;
- Strong attention to detail;
- Ability to work both independently and as part of a team;
- Ability to speak, read, and write in English.

Assets

- Enrollment or graduation from a journalism, history, museum studies, or communications program, or an equivalent;
- Some experience producing and editing podcasts;
- Experience working with community organizations and/or equity deserving groups;
- Some experience with photography;
- Bilingualism (French) and/or multilingualism.

Notice of Assessment

Those invited for an interview will be asked to submit a sample of audiovisual content (for example: short form social media videos, audio/video interviews, etc.)

How to apply:

Send your resume and cover letter **no later than April 10, 2026**, to mhpei@gov.pe.ca Subject line: Podcast Producer.