



Independent Contractor | Request for Proposals
ASSOCIATE PRODUCER, “SIDEBAR WITH JUDGE DAN WINSLOW” SHOW, FIRESIDE APP

Overview: The New England Legal Foundation (“NELF”) seeks two entrepreneurial, highly motivated persons to act as Associate Producers for the “Sidebar with Judge Dan Winslow” show on Mark Cuban’s and Falon Fatemi’s Fireside app. <https://firesidechat.com/danwinslow>. Sidebar runs weekly and covers interesting topics at the intersection of business and law and is one of the top-trending shows on the Fireside app. The selected vendors will work directly with the Sidebar Producer and show host to develop, run and promote their assigned show each week. The ideal candidates will have interest in podcasts, excellent communication and writing skills, social media aptitude, excellent attention to detail, and the ability to prioritize multiple tasks and meet deadlines. They must also have a strong affinity for public policy and NELF’s mission. NELF is a non-partisan, non-profit organization founded in 1977 that files strategic litigation and amicus briefs in state and federal courts to advance free enterprise, property rights, limited government based on rule of law, and inclusive growth. NELF also hosts educational events in the six New England states.

Location & Schedule: This position is remote using the Fireside virtual app for production and post-show edits and distribution. Fireside is an interactive television studio on an iPhone with opportunities for direct audience engagement in real time. We would assign one Associate Producer to work with the Producer for weekly shows on alternating weeks. Sidebar “airs” live on Thursdays at noon ET.

Scope of Work: Each Associate Producer would assist the Producer with the following tasks to develop, market, produce and distribute the Sidebar show:

- Brainstorm possible show topics and guests with the Producer to develop proposed content for approval by Judge Winslow
- Outreach to 1-3 guests to be featured on approved shows to solicit their participation, rough out content, network for other experts as additional guests, and confirm their availability for an assigned show date. Update show calendar with Producer accordingly
- Propose show title for each show that will grab audience attention and interest
- Provide VIP URL link to each Sidebar guest and send each guest a General Admission URL link for their use to invite virtual audience members using their own email, marketing, social media and other distribution channels
- Send confirmed guests Orientation materials with tips for Apple hardware, lighting, audio and show suggestions. Obtain guest bio information and any requested questions or topics to facilitate conversation
- Coordinate with the Producer to prepare copy to invite virtual audience members to attend the scheduled show, including proposed email or social media blasts for LinkedIn, Twitter, Instagram and Facebook

- Confirm that all scheduled guests have downloaded the Fireside app on Apple hardware and followed the Sidebar show and assist as needed
- Participate in the 10-minute pre-show huddle via the Microsoft Teams app to answer any last-minute guest questions
- Attend the scheduled show as an audience member or Producer and facilitate audience questions by prompting discussion, emoji reactions, and chat
- As may be assigned by the Producer, alert the host to any questions submitted in real time chat that will facilitate the conversation and assist the host in inviting audience members into the conversation and timely exiting audience member after their questions/discussion
- Help the producer edit the assigned show post-airing within two business days to delete excess pre-show delay and launch each show at “Welcome to Sidebar” and end each show at “Do Justice.”
- Help the producer publish the edited show on the Fireside app and major podcast distribution channels and indexes including but not limited to podcast platforms
- Help the producer send the edited show URL to each guest with an email thanking them for their participation and alerting them to the number of show shares based on latest data
- Help the producer promote the published show link on social media and prepare proposed blast copy with links for posting on LinkedIn, Twitter, Facebook, YouTube and Instagram
- Such other tasks and work product as the Producer may request from time to time.

Requirements:

- Ability to learn the Fireside edit and production functions and attend online training offered by the Fireside platform
- Ability to provide excellent production and show runner service to Sidebar guests
- Experience with podcast production a plus
- Outstanding communication, writing, social media, and interpersonal skills
- Ability to balance shifting and competing priorities and work well under pressure
- Familiarity with promotion of podcasts a plus

Compensation: Flat fee of \$200 per produced show.

How to Apply: Please send PDF copies of your cover letter and resume to careers@newenglandlegal.org. All applications will be acknowledged for receipt, but we regret we cannot provide updates to all applicants beyond initial receipt. The position will be posted on our website until the top two proposals are selected for engagement. Early application is encouraged, as all applications will be considered on a rolling basis. Successful applicants will be required to sign NELF’s standard vendor agreement that lists a scope of work described above.

For more information about NELF, please visit our website at www.newenglandlegal.org.

The New England Legal Foundation is committed to creating a diverse and inclusive environment and is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, national origin, sexual orientation, gender or gender identity, disability and protected veterans’ status or any other characteristic protected by law. Please Note: NELF does not accept resumes submitted by recruiting/staffing firms unless we specifically request otherwise in writing. Unsolicited resumes will be ineligible for referral fees.