

OLIVIA MEADE

PODCAST PRODUCER

CONTACT

- 513-807-6108
- olivameade98@gmail.com
- www.linkedin.com/in/olivia-meade/
www.olivameade.net
- Los Angeles, CA

SKILLS

- Pro Tools, Adobe Premiere, Descript, Riverside.fm
- Audio Editing & Mastering
- Studio Recording & Live Production
- YouTube & Podcast Publishing (Spotify, Apple Podcasts, etc.)
- Guest Booking & Talent Relations
- Social Clip Selection & Short-Form Strategy
- Cross-Team Communication
- Brand Integration & Ad Ops

EDUCATION

BFA, Media Production

University of Cincinnati
College-Conservatory of Music
2018-2022

REFERENCES

Christiana Morgenroth

- 214-690-3184
- CLMorgenroth@gmail.com

Katherine Milsop

- 201-694-9815
- katherine.milsop@gmail.com

WORK EXPERIENCE

Podcast Producer

Dear Media

2023-Present

- Produce and manage 8 top-tier podcast shows, reaching millions of subscribers and billions of impressions across platforms.
- Lead weekly production of 7 audio episodes and 2 YouTube video episodes, ensuring on-time delivery and high-quality output.
- Record and engineer in-studio sessions using Pro Tools; mix and master audio to broadcast quality.
- Select standout moments for social clips, supporting growth across TikTok, Instagram, and YouTube.
- Coordinate guest bookings, manage production timelines, and serve as primary point of contact for hosts, guests, and partner teams.
- Ensure ad placements meet client expectations and comply with brand guidelines.
- Deliver monthly performance reports with insights on downloads, audience growth, and engagement trends to inform content and marketing strategy.
- Featured in [People](#), [Deadline](#), [The Hollywood Reporter](#), and more for producing standout content.
- Thrive under pressure, problem-solving technical and creative challenges in real time with a positive, can-do attitude.

Researcher, Assistant Producer

Project Brazen, *The Closer: Season 2*

2023

- Developed in-depth research briefs, timelines, and backgrounders to inform interviews, narrative arcs, and scripting for each episode.
- Produced the season trailer and select weekly episodes, overseeing structure, pacing, and editorial flow in collaboration with senior producers.
- Led comprehensive fact-checking of all episodes ahead of publication to ensure editorial accuracy and credibility.
- Sourced and cleared archival audio and footage to enhance storytelling and elevate listener experience.

Associate Producer

Morning Brew

2022

- Researched and wrote in-depth prep documents to guide host interviews and shape high-quality, insightful episodes for Morning Brew's flagship podcast.
- Performed first-pass edits in Descript, ensuring clean, well-paced audio ahead of final mix.
- Operated efficiently under tight deadlines, supporting 3-4 tapings and 2 episode releases per week in a fast-paced production environment.
- Pitched timely episode ideas and sourced potential guests to align with audience interests and editorial strategy.
- Managed backend publishing workflow, including metadata entry and scheduling episodes for release across major platforms.