



# Associate Producer

**Title:** Associate Producer

**Job Type:** Full-time, salaried/exempt

**Location:** Relevant Radio Headquarters, Lincolnshire, IL

**Team:** Producers

**Hours per Week:** 40 hours per week

**Pay:** \$50k-75k, commensurate with experience and skill level

**The Merry Beggars:** Audio Entertainment for the Whole Family

At The Merry Beggars, we aspire to entertain the world with thrilling, adventurous, and uplifting family-based entertainment. As the entertainment division of Relevant Radio - the largest Catholic radio network in the United States, with a listener reach of 270 million - our Catholic identity is at the heart of everything we make and do. We create exceptional family entertainment, including the award-winning series, *The Saints: Adventures of Faith and Courage*. Our shows have received millions of downloads, reached #1 in the Apple Fiction Podcast charts, and are beloved by families around the world. And we're just getting started.

**The Role:** Associate Producer

As Associate Producer, you'll be a key part of our leadership at The Merry Beggars. **Your work lays the groundwork for creative collaboration to thrive, ensuring the highest quality stories are produced that stay faithful to our Catholic identity and mission.** If you are passionate about media and storytelling, driven by operational excellence, a quick learner, and excited about building the future of entertainment, this may be the role for you.

As Associate Producer you will help lead TMB's production operations by overseeing scripts, casting, audio, and performance logistics and managing all production timelines and budgets. You will build and run internal systems, coach and hold accountable your team, and maintain operational and financial clarity on all projects.

This role is a keystone leadership position in TMB's creative operation. It is equal parts production, project management, team coach, and system building. It's fueled by a deep love for Catholic storytelling and a passion for operational excellence. As Associate Producer, you will help create a dynamic, creative, fast-paced environment that frees up creatives to keep producing our award-winning shows and impacting families worldwide.

## TMB Core Values:

- *Mission First:* Embodies The Merry Beggars' Catholic vision in decision-making & stewardship of stories and our team.
- *Can Do Attitude:* Tackles ambiguity, complexity, and tight timelines with humility and initiative; joyful amidst stress; positive.



- *Total Ownership*: Owns results and obstacles with urgency, resourcefulness, and no excuses; doesn't rest until the team crosses the finish line.
- *Professional Excellence*: Aspires to the highest standards of excellence in all fields.
- *Honest & Direct*: Assertive when necessary; gives clear feedback; seeks out criticism, receives it with grace.
- *Collaboration*: Can listen and communicate with respect; open to others; humble; calm under pressure.

#### **Responsibilities:**

- Produce 40 hours of high-quality audio drama annually.
- Manage production calendars and project deadlines across all departments.
- Achieve budget for productions across departments.
- Lead team of contractors and artists to achieve vision.
- Run rehearsals and recording sessions with actors, crew, and Director.
- Maintain and develop The Merry Beggars' production documentation and systems.
- Support the Creative Producer and all production teams.

#### **Requirements:**

- **Practicing Catholic**: love for the Faith and is faithful to the magisterium.
- **Execution focused**: Proactive go-getter with initiative.
- **Strong project manager**: Comfortable with project management and budgets; can manage complex projects and budgets.
- **Attention to detail**: doesn't let things fall through the cracks; maintains high standards in execution.
- **Quick Software Learner**: Proficiency (or quick learner) in modern software platforms: Slack, ClickUp, Google Drive, Adobe, etc.
- **Strong interpersonal skills**: able to lead with clarity and empathy.
- **Resilient under pressure**: calm, decisive, and resourceful when facing unexpected challenges.