

Podcast Producer interview questions

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What to expect

Interviews for Podcast Producer roles usually mix technical checks on your editing workflow with questions about how you plan content and read audience data. Expect the panel to probe your judgement on guest management and scheduling as much as your software skills.

- **Process:** Walking the panel through how you handle a specific stage of production, such as editing a raw recording or planning an episode from scratch.
- **Behavioural:** Past examples of handling guest issues, tight deadlines or feedback from stakeholders, usually framed as 'tell me about a time'.
- **Technical:** Direct questions about your familiarity with tools like Adobe Audition, Descript or hosting platforms such as Buzzsprout.
- **Analytical:** How you use listener metrics and download data to make decisions about content direction.
- **Scenario:** Hypothetical situations testing judgement, such as a guest cancelling last minute or a technical fault before a scheduled release.

Most interviews open with a run-through of your production background and portfolio, move into technical and process questions about your editing and publishing workflow, then shift to scenario or behavioural questions about managing guests, deadlines and cross-team collaboration. Expect a question near the end about how you'd approach growing the specific show or audience the employer has in mind.

1. Walk me through your process from recording a raw episode to publishing it live.

Why they ask

This checks whether you actually understand the full production pipeline rather than just one part of it, and whether your workflow is efficient enough for a regular release schedule.

How to structure your answer

Answer in sequence, stage by stage: intake of the raw file, editing decisions, mastering, metadata and show notes, then platform upload and scheduling. Name the specific tools you use at each stage.

Example answer

"I start by backing up the raw recording, then do a rough listen to flag any technical issues like clipping or background noise. In Adobe Audition I clean up levels, cut dead air and tighten pacing, then move to Descript for any dialogue edits that need transcript-based cuts. Once I'm happy with the master, I write the show notes and episode description, upload through Buzzsprout, and schedule the release alongside a promotional clip for the social team to use. The whole cycle usually runs a few days ahead of the publish date so there's room to fix problems."

2. Tell me about a time you had to deal with a guest cancelling or causing a scheduling problem close to a release date.

Why they ask

Guest coordination is a core, ongoing part of this role and cancellations are common, so the panel wants to see you can adapt without derailing the schedule.

How to structure your answer

Use STAR: describe the situation, the specific task or deadline at risk, the action you took to recover, and the result for the release schedule.

Example answer

"A guest pulled out two days before a scheduled recording for a themed episode. I didn't have time to book a replacement of the same calibre, so I restructured the episode into a solo commentary format using research I'd already prepared for the interview, and recorded it myself that afternoon. I kept the original guest on file for a follow-up episode the next month. The release date didn't slip and the episode still performed close to our average downloads for that slot."

3. How do you decide when an episode's audio is ready to publish versus needing another editing pass?

Why they ask

This tests your ear for broadcast-quality sound and whether you have a consistent quality bar rather than relying on subjective feel alone.

How to structure your answer

Describe the concrete checks you run through, in order of what you listen for first to last.

Example answer

"I check levels first, making sure dialogue sits within a consistent loudness range across speakers. Then I listen for background noise, mouth clicks or breath sounds that need cleaning up. After that I check pacing, cutting long pauses that don't serve the conversation. Finally I do a full listen-through on headphones and again on a phone speaker, since a lot of listeners will hear it that way. If something still catches my attention on that second pass, it goes back for another round before it's cleared for publishing."

4. A show's download numbers have been flat for two months. How would you investigate and respond?

Why they ask

This is a scenario question checking your ability to use listener metrics to drive real content decisions rather than just reporting numbers.

How to structure your answer

Explain your judgement process under uncertainty: what data you'd pull first, what hypotheses you'd test, and how you'd decide on a change without overreacting to noise.

Example answer

"I'd start by pulling the Podtrac and platform data to see whether the flat number is across all episodes or concentrated in certain topics or lengths. I'd check where in the episode listeners are dropping off, since that often points to pacing or ad placement issues rather than the topic itself. I'd also compare against any changes in publishing schedule or promotion around the same period. Once I had a likely cause, I'd test one change, like adjusting episode length or release day, over a few episodes rather than changing everything at once, so I could actually tell what worked."

5. How do you work with a marketing or social media team to promote an episode?

Why they ask

The role involves ongoing collaboration with marketing, so the panel wants evidence you can hand off content usefully and take direction on promotional priorities.

How to structure your answer

Describe the working relationship and a specific example of coordinating deliverables and timing.

Example answer

"I usually flag the strongest moments from an episode during editing and cut short clips or pull quotes the marketing team can use across social platforms. On one show, the marketing lead wanted a shorter teaser clip released a day before the full episode to build anticipation, so I adjusted my editing

schedule to have that clip ready earlier than usual. It meant reorganising my week, but it lined up with a noticeable bump in first-day downloads for that episode.”

6. What's your experience with Adobe Audition, Descript and podcast hosting platforms like Buzzsprout or Anchor?

Why they ask

A direct technical skills check to confirm you can operate the specific tools this employer relies on without a long ramp-up period.

How to structure your answer

Give a straightforward account of your practical experience with each named tool, being honest about depth rather than overselling.

Example answer

“I use Adobe Audition as my main editing and mastering tool, mostly for noise reduction, EQ and level matching. I use Descript when I need transcript-based editing or quick cuts across long interview recordings. For hosting, I've published through Buzzsprout, which I've used for scheduling and RSS feed management, and I've also set up shows through Anchor for simpler distribution needs. I'm comfortable picking up a new platform if it's different from what I've used before, since most hosting tools follow a similar structure.”