



**Chase Oaks Church
Job Description**

Job Title: Digital Media Producer
Reports To: Communications Director

SUMMARY:

Under the supervision of the Communications Director, the Digital Media Producer uses their skills and creativity to help lead teams and bring cross-platform projects from start to finish, working collaboratively with those who specialize in certain areas of media production. The Digital Media Producer will have working knowledge and experience with various forms of media, including, but not limited to, web, social and interactive media, video and graphic arts to name a few.

CHASE OAKS DIGITAL MEDIA PRODUCER

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Help build and lead volunteer teams from Chase Oaks in the digital / creative arts, such as video, photography, graphics, social media, web, etc.
- Coordinate and manage various cross-platform projects assigned through the process of preproduction, production and postproduction.
- Help develop the concept behind each project assigned, deciding what forms of media and collaborators are required for successful completion of the project.
- Maintain project budget and schedule, tracking expenditures to control costs and key milestone dates to ensure desired delivery date.
- Meet with supervisor and ministry leader(s) to ensure that what's being produced meets expectations.
- Build and maintain relationships with various freelancers, vendors and project collaborators.
- Work with various forms of media and related software (web/social media, graphics, video, animation) as necessary.
- Continue personal development by subscribing to relevant resources to assist in building knowledge base, and participating in various seminars, webinars, and conferences.

SUPERVISORY RESPONSIBILITIES

Lead volunteer teams from Chase Oaks in the digital / creative arts, such as video, photography, graphics, social media, web, etc.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to lead teams and manage projects from start to finish, with little or no supervision.
- Requires the ability to multi-task and work independently in carrying out assignments to completion.
- Must have excellent communication / customer service skills and be able to interface with Communications team and Chase Oaks staff.
- Requires the ability to deal with non-routine matters, such as special projects.
- Strong Organizational skills

EDUCATION and/or EXPERIENCE

Education: Minimum of high school diploma or equivalency; college degree preferred

Experience: Minimum 2+ years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to speak effectively and understandably on the phone. The ability to effectively present information and respond to project questions. High attention to customer service.

COMPUTER SKILLS

Intermediate to advanced knowledge of Adobe Creative Suite software, with Adobe After Effects, Adobe Flash and Dreamweaver preferred.

Intermediate to advanced knowledge of video production, having familiarity with Adobe Premiere, Final Cut Pro, and/or other digital video editing software preferred.

Intermediate to advanced knowledge and experience working with social media tools such as Facebook, Twitter, Pinterest, Instagram, Vimeo, blogs, etc.

Strong working knowledge of Microsoft Office, Outlook calendaring, and email

Basic knowledge of Excel, PowerPoint; basic to intermediate experience with HTML and/or CMS experience preferred.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. High attention to detail.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting 20 – 25 pounds is an occasional but essential requirement.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.