



Production Manager/Digital Media Specialist Job Description

Principal Function: To serve as a production manager for our live stream service. An understanding of video production, particularly live stream videos, will be essential. This person will work with other members of our Production Team. This person will also be responsible in working with the pastor to cultivate and active online presence.

Position Type:

- Part-time; 5 hours per week, not to exceed 260 hours per calendar year
- Payroll; Monthly
- Flexible schedule
- Weekends and Holidays are required work days
- Annual Review

Reports To: Pastor

Responsibilities:

- Film, edit, livestream, and upload services to website and other social media platforms.
- Work with the staff and leadership to develop a social media strategy and provide oversight on social media platforms, ensuring a unified and cohesive online presence.
- Work with the other members of the Production Team.
- Create relevant social media posts on a regular basis that promote the values and mission of Pilgrim UCC while attempting to connect members.
- Keep track of online metrics and data.
- Assist with the management of the church website and online content.

Required Knowledge, Skills and Abilities:

- Proven skills in responsible blogging, live streaming and social media marketing.
- An understanding of social media platforms including: Facebook, Instagram, YouTube, and TikTok will be essential.
- Excellent written and communication skills.
- Ability to collaborate with other members of the Production Team
- Gracious, mature, responsive, pleasant, and can demonstrate working as a team player.
- Independent, able to set priorities, attentive to detail, great follow through and organized.

- Supervisory duties will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.
- Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.
- Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

Work Environment:

- Attend monthly staff meetings
- Flexible schedule with the understanding working weekends and holidays will be required.

Qualifications:

- Experience with marketing strategies
- Experience or knowledge of Media Shout or Sound Board is desirable but not required
- Ability to multitask
- Fluency in English

