

## Media Producer

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**Primary Function:** Will work under the supervision of the Communications Director and alongside the ministry team to oversee the planning and execution of audio and visual material which supports a robust communications plan and promotes the church's vision and ministry.

### Responsibilities

**Discover** (Everything we do to help someone discover the truth of the Gospel.)

- Will work with our Communications Director to develop an outreach and communications strategy using all forms of electronic media to tell the life-change and missional story of Nashville First Baptist Church.
- Will be responsible to improve our virtual reach by developing appropriate outreach strategies that enable us to increasingly share the message of Christ virtually.

**Connect** (Everything we do to deepen the connection of individuals to Nashville First Baptist Church.)

- Choose topics for multimedia content, write scripts and titles, and edit audio or video footage for media projects that increase the missional knowledge and awareness of our church to the membership of the church and the Nashville community.
- Will utilize digital technology and other emerging tools to manage the creation of content that supports our communications strategy.

**Grow** (Everything we do to provide a healthy environment for numeric and spiritual growth.)

- Will recommend church marketing plans that appropriately engage the community on social media platforms.
- Will recommend and develop ways to support and encourage the spiritual growth of church members via podcasts, social media campaigns, and other web-based materials.

**Serve** (Everything we do to administer and minister the love of Christ to others.)

- Work closely with Communication Director to plan content and schedule production.
- Must perform work within set deadlines and budget.
- Support worship services with technical oversight for video systems, stage lighting systems, live-streaming systems, and presentations.
- Support special events (like weddings, funerals, special guests, etc.) with technical oversight as well as coordination of volunteers or outside vendors.
- Ability to recruit, train, and supervise volunteer teams for sound, lighting, camera, etc. to help produce media events and worship services. Maintain work schedule of volunteers to be sure positions are filled when necessary. Provide assistance to Student Ministry tech team in recruiting volunteers and training Students as necessary.

- Maintain video and podcast equipment inventory. Produce podcasts for ministry team as well as videos when necessary. Archive content and organize media for distribution.
- Collaborate with outside vendors on projects as needed.
- Working hours would consist of 40 hours a week, full-time position. The Media Producer is expected to support office staff during business hours, but the nature of the position also requires support of weekly services, rehearsals, and special events that do not occur during normal business hours.

### **Qualifications**

- Strong and growing personal commitment to Jesus Christ.
- Ability to work alongside the NFBC staff in a ministry environment.
- Attention to detail and quality execution.
- Ability to work well with others and promote a strong team atmosphere.
- Degree in Photography, Media, Visual Arts, Film or equivalent work experience.
- Possess a solid understanding of technology and emerging tools to manage the creation of content.
- Have a commitment to grow in knowledge of the best business practices for the medium and awareness of software programs necessary to create video pieces and podcasts.
- Professing Christian and willingness to become a member of First Baptist Nashville with full agreement in church doctrinal statements, mission and vision.

### **Relationships**

As a member of the church ministry team, The Media Producer is responsible to the Communications Director for all ministry related concerns and administrative matters.

### **Status**

An exempt, full-time position with benefits as specified in the Personnel Handbook.