



Job Title: Digital Media Manager/Video Producer  
Reports To: Director of Communications  
FLSA Status: Non-Exempt  
Department: Communications  
Location: Independent Presbyterian Church

**Summary:**

Coordinates and produces digital media for IPC, including video, social media, website, electronic communications and other platforms by performing the duties listed below.

**Essential Responsibilities:** (Other duties may be assigned)

1. Oversee the production of multimedia projects from initial concept through scripting, storyboarding, production and distribution.
2. Help manage daily posts for social media, including IPC Instagram, Facebook, LinkedIn, and Twitter accounts.
3. Provide monthly social media analytics report to the Director of Communications.
4. Design graphic elements for social media, electronic newsletters and fliers.
5. Monitor IPC livestream comment feeds on Facebook and YouTube to answer questions, provide necessary links and interact with members and visitors on Sunday mornings from 11 am- 12 pm.
6. Develop concepts for multimedia projects and secure any necessary licenses or rights to story or content.
7. Assist the Director of Communications with all multimedia initiatives.
8. Create websites for interactive online special events.
9. Assist the Manager of Technology with the set up of all AV systems for meetings, events and conferences.
10. Serve as backup to the Manager of Technology for Sunday's livestream.

**Requirements:**

2-5 years of professional video experience  
Writing experience (AP Style preferred)  
Social media experience  
Strong understanding of how to consistently apply branding  
Able to direct on-camera subjects  
Solid time management skills  
Proficient in Adobe Premiere Pro (or Final Cut), Photoshop, After Effects (preferred)  
Ability to work Sunday mornings  
InDesign/Illustrator (preferred)