



Position: Communication & Production Director

FT/PT: Full Time (among 4 campuses)

Overview: To use communication & technology to spread the message of Christ with excellence. This is a staff position who will serve as primary day to day manager for communication development & production equipment, as well as troubleshoot technical problems. This position reports to the Director of Operations.

Primary Responsibilities

- **Communication Strategy:** develop, implement and maintain an overall communication strategy for the church as a whole based on feedback from leadership. Research and identify the various church audiences and craft communication tools for their specific consumption. Help develop messaging for specific campaigns, ministry launches, branch initiatives, and more to ensure a unified voice and appropriate content timing.
- **Content:** produce online media content for our website and for, which includes but not limited to:
 - Worship Services. Work with Director of Worship Arts to ensure A/V needs are met for weekly Worship
 - Prayer meetings
 - Pastoral devotionals/bible studies
 - Ministry moments/missions, etc.
- **Administration:** Special events such as funerals, weddings, and other events.
- **Website:** manage and update our website. Oversee the creation, maintenance and updates of a dynamic Goodwill website to engage our church and community.
- **Social Media:** develop, implement and oversee social media to extend Goodwill's reach.
- **Simulcasting:** create and manage simulcasting
- **Team Building:** build a production / media team including:
 - Training team members
 - Scheduling team members for lighting, camera(s), screen(s), online media updates, and special events
 - Participate in staff meetings, retreats and other events as needed.
 - Maintain supportive working relationships with staff, volunteers and congregants through close collaboration and proactive communication.

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Secondary Responsibilities

- Assist in the development of IT processes; develop network protocol and protections for the church
- Skills in graphic design are desired but not required. Depending on level of graphic expertise, additional responsibilities may include:
- Branding & Marketing: oversee all branding and marketing for Goodwill to the community.
 - Be a creative catalyst to enhance the look of all promotional and print materials.
 - Through the collaborative process with staff, research and improve communications to promote Goodwill in the community and with our community partners.
 - Serve as the hub through which all things in media will flow.
 - Monitor the use of logos, and all promotional materials representing Goodwill.
 - Develop, communicate and enforce policies pertinent to church communications.
- Develop and effectively administer Tech/Production/Communications budget.
 - Work with ministries helping them to develop communication plans to mobilize their specific audiences to respond
 - Perform other duties as needed or assigned.

Requirements

- Must be able to work in a team environment and manage workflow on team with competing interests
- Must have working knowledge of mainstream social media platforms such as (but not limited to): Facebook, Youtube, Instagram, Vimeo
- Videography skills and expertise to create videos within a timely manner for church events, sermon series, etc., preferred.
- Ability to raise and develop a team of volunteers
- Prior lay or professional experience in church/para-ministry preferred
- Working knowledge of sound equipment preferred. Responsibilities may overlap or interact with Sound Production engineers so there is a working collaboration.
- The sound engineers develop, implement and oversee equipment set up (sound board, mics, monitors, computers, screens). The Production Director will manage this team to run both Goodwill's various audio and visual platforms in key ministries/events (live production with band, choir, vocal, computers, screens, etc.).
- Working knowledge and prior experience with graphic design preferred.

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Pay: TBD

Benefits:

- Paid Time Off
- Medical (if needed)

Schedule:

- Sunday thru Thursday.

Work Location:

- Montgomery, NY

Company's website:

- www.goodwillchurch.org

Company's Facebook page:

- <https://www.facebook.com/GoodwillEPC>

Work Remotely:

- Available 1 day a week.

Questions, resume' and correspondence can be sent to Michael Antinucci via email: mantinucci@gwepc.org or can be reached at the Church Office 845-457-5959 x 409.

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www.goodwillchurch.org

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