



## Media Producer

New Part-Time Position (approx. 20 hrs / week)

### Mission/About Us

We believe the family is the building block of all of society and that strengthening family life is one of the keys to rebuilding and renewing our world. Being a parent today is more challenging than ever and we want to serve and accompany parents in their crucial role. The Messy Family Project is a high impact Catholic nonprofit organization that seeks to strengthen marriages, empower parents, and bring families to Christ. In the last year our podcast audience has doubled to 20,000 listeners every month in addition to the thousands who have taken advantage of our practical worksheets and guides designed to enrich family life.

### Role

This is an exciting time! We are expanding our team to increase our impact and serve families even more effectively. We're looking for a part-time media producer who will help us reach new audiences and create content that will make parents prosper and families flourish. The ideal candidate will help us set a new standard of audio production excellence and also launch us into video production. The media producer will serve as an administrator and technical director for all of our audio and video content. This new hire will be responsible for all our audio and video content, its technical and creative aspects as well as its strategic use. Topical research, A/V equipment operation, and administrative tasks will all be required to ensure the success of our mission. This position can be held remotely, with occasional on-site collaboration.

### Responsibilities

- *Produce and Direct audio and video content*
- *Edit and Publish audio and video content*
- *Research and Schedule Guests*
- *Lead a creative team, providing ideas and strategies from pre-production to post-production*

### Job Qualifications

#### *Minimum qualifications:*

- *1 Year Experience with audio and video production methods and equipment*
- *1 Year Experience with audio and video editing software, with a proven ability to learn new tools*
- *Clear communication skills with spoken and written word*

#### *Preferred qualifications:*

- *Bachelor's degree in communications, radio/tv production or equivalent*
- *1 Year Experience writing for audio and video content*
- *Experience working with a team on creative projects*