### Media Producer

<table>
<thead>
<tr>
<th>Job Title</th>
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<tbody>
<tr>
<td>Extended Job Title</td>
<td>285 – Marketing and Communications (MarCom)</td>
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<tr>
<td>Department</td>
<td>Full-Time / Exempt</td>
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<tr>
<td>Accountability/Reports To</td>
<td>Sr. Director of Marketing</td>
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<tr>
<td>Authority Over/Manages</td>
<td>Yes</td>
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<tr>
<td>Security Sensitivity</td>
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The Media Producer for the Marketing/Communications Department (MarCom) is a conceptual designer and producer of various media, including – print, video and writing – all with an eye for detail and accuracy. The primary responsibilities of the Media Producer include, but are not limited to the following:

- Conceptual graphic design/layout
- Photography
- Preparation of print media for printing press production
- Consideration/preparation of video/graphics/documents for website utilization
- Video recording/editing/production
- Conducting interviews with students/supporters
- Creative writing

### Major/Essential Functions

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### Required Qualifications

A combination of prior work experience, education and training that provides the level of knowledge and skills required to perform essential functions effectively including, but not limited to the following:

- A Bachelor’s degree, (5+ years of direct experience may substitute for required degree)
- Strong interpersonal skills, including the ability to interact with people of diverse backgrounds
- Strong organizational skills; effective use of time and ability to consistently meet tight deadlines
- Ability to work in a team setting as well as independently
- Ability to work effectively under pressure and meet deadlines
- Be a committed Christian and in good standing with a local church
- Be in agreement with the doctrinal position of the College and able to sign it’s doctrinal statement without reservation

Creativity - Individual must possess a blend of conceptual, artistic and practical creativity (the ability to organize shapes/elements, along with typography and color, to form an aesthetically pleasing layout). By “practical”, we mean that:

- Form Follows Function - The product of a creative/artistic endeavor is only valuable if it communicates effectively and relevantly to its target audience;
- Dollars and Sense - The product of a creative/artistic endeavor must also work within the limits of a fiscal budget structure;
- Details Definitely Matter - All forms of accuracy (spelling, grammar, correctness) are significant to both a professional presentation and providing CBS’ audience with reliable, competent information.
Equipment, Skills & Knowledge Needed To Perform Job

Advanced level skills are required. The CBS MarCom Department is primarily a “Mac shop” but serves a PC environment; thus operating in both platforms. A fundamental understanding of, and experience with, the following is necessary to the daily efforts of this position:

**Software**
- InDesign
- PhotoShop
- Illustrator
- Lightroom
- MS Office

**Equipment**
- Mac Computer
- DSLR Camera

A familiarity with and willingness to learn/improve upon the skills of the following is necessary for some of the responsibilities of the position:

**Software**
- Premier
- After Effects
- Pro Tools
- Bridge (CS5)
- Acrobat 9

**Equipment**
- Video Recording
- Audio Recording
- ENG Camera

Measurable Expectations:

- Typical office environment
- Some local travel required.
- Some weekend work required.
- While performing duties of this job, employee is required to sit, stand and walk.

Mobility/Physical Demands:

- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 50 pounds.

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.