



*Please include examples of relevant work when submitting your resume. Thank you!*

## **JOB DESCRIPTION | AV PRODUCTION MANAGER**

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is seeking a person with audio/video skills to fill an immediate open position for an AV Production Manager. This job will have two primary roles: producing video projects for our communications department and programs department, as well as overseeing audio/visual media for the Missions Innovation Center (MIC), Renew's training resource.

### **DUTIES & RESPONSIBILITIES**

#### *Communications Projects*

The AV Production Manager will be responsible for producing video content for the communications department. This will involve working closely with Renew's partner relations department. Responsibilities may include:

- Create, shoot and edit training videos and field story videos
- Create, shoot and edit video reports for programs and annual reports
- Maintain, organize, and present training content hosted online
- Maintain social media and website content, as needed alongside the Communications team
- Record and document on-field testimonies and stories (*some travel may be required*)

#### *Managing MIC Media*

The MIC is a training solution that helps missionaries and mission-minded individuals use technology and innovation to advance the Kingdom of God. Various teachers, speakers, and experts will teach on emerging

strategies and practices during one-week to three-month programs. The Media Manager will be responsible for collecting teaching and stories, and building a repository of missions training.

#### *During MIC Trainings*

- Record and edit videos of trainings, TED Talk-style sessions, inspiration clips, and story videos
- Manage aspects of livestream trainings including sound, remote participant video calls, recording video livestream, and troubleshooting technical issues
- Train teams on storytelling and how to capture video and audio content on the field

Skills required for the AV Production Manager include but are not limited to:

#### **TECHNICAL SKILLS**

- Proficiency and experience with shooting, recording, and editing high-quality, professional video content (*please provide relevant examples when submitting a resume*)
- Prowess at creative storytelling and ability to plan and execute a full project, from creating a storyboard to final production
- Experience with audio & video editing software, including Adobe Creative Suite (Premiere, After Effects, Photoshop) and/or Final Cut Pro and Garageband/Logic
- Proficiency and experience with audio equipment (soundboards, audio cables, cable management), video lighting, and video live streaming experience is preferred
- Strong technical abilities with computers and general software use

#### **PERSONAL SKILLS**

- High value for serving with excellence
- Warm and friendly personality with a positive attitude and gift of service
- Flexible – able to quickly and easily adapt to needed project and focus changes
- Detail oriented, strong multi-tasker with high level organization skills
- Self-starter who takes initiative, who when trained needs little supervision
- Able to juggle multiple projects and meet deadlines for time-sensitive requests
- Cross-cultural missions experience preferred