



Position Title: Video / Digital Producer

Reports to: VP – Director of Digital Media

Mission Statement

Relevant Radio® - Bringing Christ to the world through the media.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Function Summary: Coordinates creative and logistical aspects of video production for national radio programs. Plans and executes artistic and technical production elements through digital media.

Responsibilities:

- Understand and embrace the show philosophy as set forth by the Host and Program Director.
- Work in collaboration with Host, and show teams on planning and producing video elements of live and pre-recorded programs.
- Edit productions maintaining proper artistic and technical standards.
- Approve final versions of recorded features for the programs.
- Assist show teams in expanding/enhancing their social media engagement and audience
- Collaborate with show technicians and engineering staff.
- Maintains information files on each program and provides information to Promotions, Scheduling, Traffic, Marketing and any other Departments as required.
- Provide back up to board operation/phone screening as needed.
- Work in collaboration with Host in maintaining show budget, work within establish budgetary guidelines and control expenses.
- Partner with other Relevant Radio show producers and digital media team to maximize show content and creativity.
- Respond to listener's comments, questions, prayer requests, as necessary.
- Participate in daily show debriefings.
- Support on-air pledge drives as directed.
- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Perform a variety of other tasks as assigned.

Experience and Skill Requirements:

- Practicing Catholic with a solid understanding of Catholic teaching and how it relates to programs. Will rely on faith knowledge to give show authentic Catholic content.
- Undergraduate degree in communications/broadcast media/film, or equivalent experience.
- 3 – 5 years of broadcast media experience preferred. 3 years' professional experience in television, radio, film, sound production or new media.
- Technical skills required in digital editing, video compression for multiple platforms and still, as well as motion graphics design.

- Passion for social and digital media with a demonstrated ability to build and retain audiences (followers).
- Professional and versatile vocal quality, style and delivery a plus.
- Ability to speak, read and write in English.
- Proficient in editing software programs; work with Adobe Premiere, Final Cut Pro X
- Able to work under the pressure of live radio.
- General understanding of computers and digital equipment and knowledge of new and cutting-edge technology
- Ability to take and follow direction, while also having a creative eye for improvements
- Organized mind, with excellent time and project management skills
- Aesthetic and creative skills to generate ideas and solve problems
- Ability to keep flexible hours.
- Ability and willingness to travel on occasion. Valid driver's license required.