



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)
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MULTIMEDIA PRODUCER
Job Description

MISSION OF THE MINISTRY: Digital Ministry is responsible for identifying and implementing technologies appropriate for the Diocesan by means of the internet, social media, audio, and video platforms, et al. In this capacity, the Ministry is charged with the development and expansion of the Diocese's digital presence in close collaboration with all diocesan ministries.

JOB DESCRIPTION OF MINISTRY SPECIALIST:

POSITION NAME: Multimedia Producer

REPORTS TO: Director of the Diocesan Ministries.

CLASSIFICATION: Full-Time, Exempt Hybrid.

Position Summary of Duties: Works directly with the Diocesan Ministries' Specialists to provide digital and creative support for ongoing and future initiatives. Helps enhance the ministry of the Diocese by using multimedia and internet resources to draw American-Armenians and others into the life of the Armenian Church; to edify them spiritually; to enrich their knowledge of God according to the sacred tradition of the Armenian Church.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide technical and design support for the Diocesan Ministries for its print and online presence working closely with the **DM** covering all Ministries (Children, Youth & Young Adults, Adults, Liturgical and Armenian Language Ministry).
- Consult, design, and produce resources for the *Vemkar* Website and app if available.
- Produce all multimedia production from a technical perspective, video, and audio.
- Develop, monitor, and update the current websites and apps.
- Find and get quotations from freelance workers for potential hire for multimedia and software projects and share with Director of Ministries.
- Design and send out weekly *Vemkar* newsletter in collaboration with the Ministries Specialists.



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- Create publicity and campaign materials. As necessary, channel publicity material to the Communication Department for further publicity.
- Create and maintain a vigorous presence on major social media platforms (i.e. Facebook, Instagram, YouTube, Soundcloud, et al) using information provided by the Specialists. Together with each specialist, monitor notifications, comments, messages, usage, viewership, demographics and adjust social media strategies as appropriate. Prepare periodic reports on the statistics to be shared with ministries personnel.
- Organize and update the project timelines and calendars with each Specialist for their respective ministry.
- Record, edit, and produce videos, audios, etc. for the ministries and the Primate's office.
- Hire freelance workers in consultation with the DM: Videographers, photographers, production editors, actors, etc.
- Complete other duties, as assigned by the DM. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

Position Requirements:

- A college degree in a related field or 3 years of related experience
- Preference given to a candidate possessing knowledge of the basic teachings of the Armenian Church, and an awareness, appreciation, and understanding of Armenian culture.
- Proficient with computer software (i.e., Microsoft Word, PowerPoint, and Excel; iMovie; Garage Band; Canva), with preference given to knowledge of advanced design applications (i.e., Adobe InDesign, Illustrator, Photoshop, Premiere, AfterEffects; WordPress; Final Cut).
- Strong organizational skills, responsiveness to deadlines, and ability to multitask. Ability to accept guidance and supervision, work as part of a team, and take creative initiative.
- High level of accuracy and attention to detail. Proficiency with current, new, and emerging social media platforms.



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- Proficient with Video and audio production.