

## United Methodist Communications / Production Team

### Position Title: **Production Project Manager**

**Basic Purpose:** We are seeking a project manager with media production experience. This position is responsible for the project traffic for the production team. Develops work schedules for all production projects and services in consultation with the Production Team Leader. Maintains an even and efficient workflow for all production area projects. Identifies possible team members for projects. Works with clients to develop a comprehensive list of services required for all project requests. Discusses specific needs of the project with the team leader and recommends project flow for the efficiency of the team workflow.

### Requirements:

- Bachelor's degree in media production or a related field or five years directly related equivalent experience.
- Requires skills in project coordination and management.
- Must demonstrate sound project management, tracking and problem solving skills and the ability to think creatively in response to challenges.
- Must be detail oriented and able to schedule and coordinate multiple projects simultaneously. Needs experience in production project scheduling.
- Must understand video and audio production needs.
- Needs some experience with broadcast level production and professional productions crews.
- Experience working with and assigning freelance production workers. Experience managing crewmembers and production assistants.
- Needs experience working with the development and monitoring of budgets, and maintaining billing records.
- Must have computer skills in Microsoft Office (Excel, Word and PowerPoint).
- Knowledge of The United Methodist Church is helpful.

### Benefits:

- Base salary (Call HR to inquire.)
- Regular Full-time Position (L12)
- Medical, Prescription Drug, Dental and Vision Insurance
- Life Insurance, Supplemental Life Insurance, and Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Short and Long Term Disability Insurance
- Retirement/Pension Plan /Personal Investment Plans
- Flexible Spending Accounts for Medical and Dependent Care
- Paid Holidays (eleven annually)
- Paid Vacation / Paid Sick Leave and Personal Leave
- Continuing Education
- Free Parking

**To apply or for more information contact:** UCom/Human Resources

P. O. Box 320 (810-12<sup>th</sup> Ave. S., Nash. 37203), Nashville, TN 37202-0320

Phone: 615-742-5137 Fax: 615-742-5428, Email: [hr@umcom.org](mailto:hr@umcom.org)

### **To apply please provide the following:**

Cover Letter → Resume → Complete Application Form → References