

Digital Content Producer Job Description

First Presbyterian Church Fort Worth



Position:	Digital Content Producer	Reports To:	Director, Communications
FLSA Status:	Hourly, Ministerial Exception	Schedule:	Full-time, 40 hours, including weekends, holidays, and evenings
Location: 1000 Penn St., Fort Worth, TX 76104			

To apply, email resume to HR@fpcfww.org

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and a catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. **We are seeking a skilled Digital Content Producer responsible for producing high-quality video content from concept to completion, supporting worship services, events, and ministry initiatives. The ideal candidate is a creative storyteller with strong technical skills in video production and a heart for ministry.**

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Manage complete livestream workflow for weekly worship services, including pre-production, live production (camera operation, switching, sound mixing), and post-production (editing, sound design, color correction)
- Collaborate with worship and music staff, church volunteers, and communications team to develop creative concepts and storyboards for media projects and short form video content while maintaining brand standards and the church's core values, beliefs, and vision
- Partner with communications team to formulate, implement, measure, and sustain digital marketing strategies aligned with the church's core values and ministry objectives. Track performance metrics and recommend optimization strategies
- Capture high-quality footage and broadcast services, classes, activities, and events, including B-roll and supplemental content. Broadcast to multiple platforms (Vimeo, YouTube, and Facebook, etc.), ensuring a seamless and engaging view experience while troubleshooting A/V issues and maintaining continuity
- Create messaging and content that reflects the beliefs and values of both the Presbyterian Church (U.S.A.) and First Presbyterian Church Fort Worth
- Create, collaborate, and execute video projects from initial concept to completion for church events, ministry programs, and promotional materials
- Create and edit ProPresenter presentations and graphics for worship and events as needed
- Design messaging that effectively communicates the church's faith and theological perspective to reach members, those who have drifted from regular attendance, and the unchurched
- Play a key role in developing, shaping, and communicating the church's vision and ministry objectives

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*

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- Propose and implement new media techniques to enhance the quality and impact of the church's visual content
- Oversee proper storage, transportation, handling, repair and maintenance of all broadcast and video-related equipment, including software and hardware. Forecast and recommend equipment upgrades
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)'s theological beliefs and standards and participate in the Great Ends of the church (Book of Order in F-1.0304*).
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Two (2) or more years of experience with livestream broadcast techniques and video production experience using multi-camera PTZ setups in a worship or church setting (or similar context)
- Proficiency in operating a variety of photo and video camera systems (e.g., Blackmagic, Nikon, Canon)
- Experience with video switching software used in live worship production
- Basic knowledge of video encoding/decoding hardware
- Familiarity with video transmission protocols such as HDMI, HD-SDI, HDBaseT, etc.
- Understanding of basic lighting principles for storytelling and worship videography
- Basic audio recording skills for both short-form and long-form video content (testimonies, devotionals, teaching, etc.)
- Proficiency in Microsoft Office 365, particularly Word and PowerPoint
- Possess, or be willing to obtain, a valid FAA Part 107 Remote Pilot Certificate and be proficient in operating drones to capture high-quality aerial footage for commercial use.
- Proficiency in ProPresenter. Experience in graphic design or motion graphics and industry standard editing tools (Adobe Premiere Pro, DaVinci Resolve, or Final Cut Pro) preferred
- Proficiency in Asana or similar (Basecamp, etc.) project management software
- Experience in church life and Christian religion are highly desirable. Willingness to learn the Presbyterian religion, including the basic principles, beliefs, governance, operations, mission, and practices is required
- Bachelor's degree in media, film production, or graphic design related study, or related field is preferred

Knowledge, Skills & Abilities

- Ability to work collaboratively in a team environment, effectively communicating with diverse stakeholders, sharing resources and information, and contributing to collective problem-solving to achieve shared ministry goals.

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- High-level of accuracy, attention to detail, and ability to manage multiple responsibilities and projects concurrently
- Excellent oral and written communication (English) and cross-functional collaboration skills
- Self-starter who thrives in fast-paced environments and manages daily workload while meeting critical project deadlines
- Must be resourceful, flexible, and adaptable to changing priorities and able to work on a deadline
- Ability to accept and incorporate constructive feedback from stakeholders, revising content as needed to meet project goals and quality standards
- Quick learner with the ability to easily navigate efficiently and effectively across multiple applications and systems
- Ability to understand and translate theological concepts into visual communications
- Applied knowledge of branding principles and the ability to maintain brand consistency
- Skilled in adjusting communication styles to effectively engage with diverse audiences and exhibit professionalism in handling interactions or concerns
- Ability to adapt to workplace stressors such as complaints, noise, or competing priorities
- In-depth understanding of (or willingness to learn) organizational practices and standards relative to communications within the religious and nonprofit industries

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- Punctual and regular onsite attendance is required to support livestream events, worship services, ministry events, or as required. Working on weekends, evenings, and holidays may be required, sometimes with little notice, and overtime hours may be required
- Ability to travel between and work within, our two locations (Penn St. & Hemphill St.)
- Frequent movement throughout buildings, properties, and levels, and ability to frequently stand, walk, sit, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and move up to 25 pounds regularly. Digital dexterity and ability to reach with hands and arms are needed for tasks involving small knobs, switches, and accessing equipment
- Effectively hear and converse with stakeholders and respond quickly to sounds or emergency situations in potentially noisy environments. With auditory acuity, responsible for managing the sound boards and editing audio clips
- Visual acuity to perform activities such as editing video/audio clips, seeing colors, operating the cameras, and reading sound board settings
- Adhere to and apply process protocols timely
- The work environment is primarily indoors at a church or community outreach facility with occasional outdoor activities in varying weather conditions

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

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Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, transformational relationships, and radical hospitality. We welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at **\$25.00 per hour**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

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By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the organization's discretion.

Employee

Employee Signature

Date

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