Evangelical Life Ministries – Open Position

Programming Director Job Description

The Programming Director is the primary coordinator of the production of all Evangelical Life Ministries' – broadcast, podcast or multimedia.

It is the responsibility of the programming director to understand and execute all areas of planning, production and distribution of ELM content from inception to archive. This includes but is not limited to thematic planning and content schedules, acquisition and scheduling of interviewers and interviewees and coordinating production and engineering personnel.

Once production is completed, it is the responsibility of the programming director to ensure that is transmitted in a timely manner to the appropriate delivery channel for distribution to listeners, viewers and multimedia consumers.

The programming director will work with the Chaplain and the Board of Directors to ensure that content is appropriate to the religious and moral standards established by ELM and is doctrinally sound.

The programming director should be highly skilled at organizing and coordinating multiple activities within the production process. The programming director will coordinate the activities of the multimedia consultant to maximize market reach and will

Programming Director Responsibilities:

- Creating content and program schedules for media.
- Reviewing content and monitoring the production of content.
- Assigning tasks and roles to team members.
- Ensuring that calendars are up to date and adhered to.
- Identifying key opportunities for the business to increase content impact.
- Researching and analyzing viewership and market research on programming.
- Presenting reports to management on programming and distribution activities.
- Manage archives of past content for possible rebroadcast or use in other forms

Programming Director Requirements:

- A bachelor's degree in film production, business, marketing, or sales.
- A minimum of 2 years' experience as a station manager, newscast director, production director, or similar role.
- Solid creative vision.
- Knowledge of basic production best practices, creative processes, and relevant equipment.
- Strong written and verbal communication skills.
- Time management capabilities with a willingness to juggle numerous projects .
- Keen attention to detail with strong organizational skills.

- A sound understanding of technical, legal, and operational aspects of media programming.
- Knowledge of production methods, distribution channels, and various entertainment mediums.
- Excellent written and verbal communication skills.
- Possesses critical thinking and decision-making abilities.