

Job Listing: Multimedia Production Manager

Creators: Josh and Cassie Spurlock

Location: Billings, MT

Position: Full-Time

About Us:

Josh and Cassie Spurlock, founders of MyCounselor.Online and developers of Neuroscience Informed Christian Counseling®, are seeking a skilled Multimedia Production Manager to join our team. We are faith-based mental health authors and content creators dedicated to delivering impactful digital and print media content, including YouTube channels, podcasts, web articles, ebooks, and self-published print books.

Position Overview:

The Multimedia Production Manager will be responsible for overseeing and coordinating the production of a wide range of digital and print media projects. This role requires strong project management skills and a deep understanding of multimedia production processes. The ideal candidate will manage the entire project lifecycle, from conceptualization to publication, ensuring that all content is delivered on time, within scope, and to the highest quality standards.

Key Responsibilities:

- **Project Management:**
 - Develop and manage production schedules for multiple media projects, ensuring the timely delivery of all content.
 - Coordinate with various teams to ensure that all phases of production are aligned with project goals and timelines.
- **Content Production:**
 - Oversee the production of video and audio content, including filming, recording, and editing.
 - Ensure that all content aligns with brand guidelines and project objectives, maintaining high standards of quality.
- **Talent Management:**
 - Coordinate with content creators, including writers, hosts, and editors, to ensure all parties are aligned and deadlines are met.

- Provide guidance and support to team members to optimize productivity and creativity.
- **Editing and Quality Control:**
 - Review and edit video and audio content to ensure it meets required standards before publishing.
 - Implement feedback from stakeholders to refine and enhance content quality.
- **Publishing and Distribution:**
 - Manage the posting of content on platforms like TikTok, YouTube, podcast directories, Kajabi, and websites, optimizing for reach and engagement.
 - Ensure that all content is correctly formatted and distributed across relevant platforms.
- **Performance Monitoring:**
 - Track and analyze the performance of media content across various platforms.
 - Make data-driven recommendations for future content improvements and strategic initiatives.

Qualifications:

- Proven experience in multimedia production and project management.
- Strong understanding of video and audio production processes.
- Excellent organizational and time-management skills.
- Ability to lead and coordinate teams effectively.
- Familiarity with content management systems (CMS) and digital distribution platforms.
- Strong communication and interpersonal skills.
- A passion for mental health, Christian counseling, and content creation is a plus.

Work Personality (ET)

The kind of work personality that will really thrive in this job derives joy and energy from completing tasks and responding to the needs of others in the pursuit of getting things done. They are quick to answer the call to action, equally valuing responsiveness and reliability. They are low-maintenance contributors who hold themselves accountable for delivering on their promises.

Individuals who are a good fit for this role are excellent at providing support, encouragement, and resources to others, helping them succeed in their tasks. They are natural team players, and previous roles they may have thrived in include such roles as coaching, mentoring, human resources, or customer service, where they can help others develop their skills and achieve their goals.

They also have a natural persistence and determination to see tasks through to completion. They are skilled at maintaining focus and ensuring that projects reach their desired outcomes. Previous roles they may have thrived in require organization, attention to detail, and follow-throughs, such as operations management, quality assurance, or event planning.

Here are six questions that can help you identify if this role aligns with your natural strengths:

- *Do you derive satisfaction from helping others succeed and providing the support they need to achieve their goals?*
- *Are you often the person others turn to when they need assistance, encouragement, or resources to complete a task or project?*
- *Do you have a talent for recognizing others' strengths and weaknesses and guiding them toward areas where they can excel?*
- *Are you highly committed to completing tasks and projects, even when faced with obstacles or setbacks?*
- *Do you pride yourself on your ability to stay focused and organized, ensuring that everything is done on time and to a high standard?*
- *Are you often the person responsible for tying up loose ends, following up on commitments, and making sure nothing falls through the cracks?*

If this role is a good fit for you, you might identify with these statements:

- *I derive satisfaction from helping others succeed and providing the support they need to achieve their goals.*
- *I am often the person others turn to when they need assistance, encouragement, or resources to complete a task or project.*

- *I have a talent for recognizing others' strengths and weaknesses and guiding them towards areas where they can excel.*
- *I am highly committed to completing tasks and projects, even when faced with obstacles or setbacks.*
- *I pride myself on my ability to stay focused and organized, ensuring that everything is done on time and to a high standard.*
- *I am often the person responsible for tying up loose ends, following up on commitments, and making sure nothing falls through the cracks.*

This role is probably not a good fit for you if:

- *I struggle to provide the support, encouragement, or resources that others need to achieve their goals.*
- *I often focus on my own tasks and responsibilities, rather than helping others complete their projects.*
- *I have difficulty recognizing others' strengths and weaknesses or guiding them towards areas where they can excel.*
- *I find it challenging to stay committed to tasks and projects, especially when faced with obstacles or setbacks.*
- *I struggle to stay focused and organized, which can lead to missed deadlines or unfinished tasks.*
- *I often rely on others to tie up loose ends, follow up on commitments, and ensure that nothing falls through the cracks.*

Assessment

Instructions

Use the scale below to indicate how each statement applies to yourself. Read each statement carefully and answer honestly without overthinking your response. The assessment should not take more than 10 minutes.

IMPORTANT NOTE:

If you are unsure how to answer a specific question, consider the joy and fulfillment you experience during that activity rather than what you are required to do at work or home.

The Rating Scale

- 0 - Oh no, definitely not
- 1 - Sometimes/somewhat
- 2 - Oh yeah, definitely

People who know me would say I naturally respond to the needs of others, and on their terms.	
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Compared to others, I am particularly sad and disappointed whenever I see unmet potential in people or my environment.	
I find helping people to be more deeply fulfilling than others do.	
Compared to most others, I am an exceedingly responsive and helpful person.	
Service and hospitality are a big part of my identity.	
I can't help but empathize with people and support them in whatever they need.	
I feel like I am the first person that people ask to volunteer because they know I will almost always say yes.	
I have extremely high standards of precision and quality.	
I get more satisfaction and fulfillment than most people from seeing a project through to its finish.	
I am willing to set aside people's needs in order to ensure that something gets done.	
Others would say I am relentless in my attention to detail and completion of goals.	
I rarely miss a deadline or target and couldn't imagine letting it happen.	
Compared to most people, I really enjoy driving a project or task through to final completion.	
I get energy from having a list of specific tasks in front of me.	

Application Process:

If you are passionate about multimedia production and have the skills and experience to manage high-quality digital and print media projects, we would love to hear from you.

Please visit <https://joshspurlock.com/multimedia-production-manager/> and submit an inquiry.