



**BIBLE
SOCIETY**
1817-2017

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Sydney NSW 2000
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W. biblesociety.org.au
ACN 148 058 306

Executive Producer - Digital

Work type: 12 months full time

Reporting to: Group Chief Digital Officer

Location: Sydney - Our new custom designed office near Circular Quay, opened in 2017 and has the latest innovative working environment including a media studio, innovation lab and extensive library.

Reach more followers than Facebook! Bible Societies are world-renowned, pan-denominational charities serving the global Church of over 2.2Bn people.

Bible Society Australia (BSA) is a national team with the purpose of seeing all people engaged with the Bible in a language they can understand in a format they can use and at a price they can afford both here in Australia and around the world. As Australia's longest living organisation this is an opportunity to make an impact in our bicentenary year that reverberates beyond. The BSA group includes the Bible Society Australia, Eternity News, Centre for Public Christianity and Koorong.

We are looking for a motivated, well-organised, idea-rich content producer. You will work with Bible Society Australia's digital, editorial and mission teams to schedule / commission / create and edit content that engages with our target audience. You will be deft at communicating the Bible, its power to transform people's lives and the work of the Bible Society.

We are seeking a team member who is organised and can juggle various competing deadlines and priorities, and can own the content strategy to ensure our audience are fully engaged.

KEY RESPONSIBILITIES

You will report to and assist the Group Chief Digital Officer to increase the reach and engagement with our digital products by leading the production of quality innovative content. Specifically you will:

- Schedule and plan the ongoing calendar of content to fit digital product plans working with the Digital Product Manager, mission and marketing teams.
- Create content for the BSA digital footprint including our website, video services and social media.
- Commission the BSA content and stories using video, images and words as appropriate working with in-house teams, contractors and production companies where required.
- Manage the video studio & team for productions across the wider group and schedule access to these resources as required.
- Manage the calendar of social media postings for BSA working with the social media producer.
- Review all content / social media to ensure it meets the standards, vision, mission and tone of BSA.
- Measure the impact of content using analytics and surveys to set reach and engagement targets and optimise the content to meet those targets.
- Communicate and promote the availability of content working with our church liaison teams, marketing team and social media teams across the group.

This role will also coordinate cooperation and assist other BSA brands to work together in sharing content and resources (where appropriate).

SELECTION CRITERIA

- Strong interest in and alignment with the work of the Bible Society.
- Demonstrated experience in scheduling, commissioning, creating and editing video / image / text content
- A demonstrated understanding of best practice for content creation for the web, mobile and social media platforms
- Proven ability to think quickly and change tactics in response to situations
- Proven ability to manage competing deadlines with a creative and collaborative approach
- Experience using a web-based content management system like Wordpress (or similar)
- Experience with image/video editing software such as Adobe Photoshop / Premiere Pro.
- Experience using email marketing software to build and execute campaigns
- Can-do attitude and a willingness to work within and help multiple teams.

Salary based on experience.

TO APPLY

Please email a letter describing how your skills and experience fit the role attaching a recent resume to hr@biblesociety.org.au. For more information about the role please call Mark Dando on 1300 242 537

