

Open Position: Media Editor (Part-Time Contractor)

POSITION: *Media Editor*
SUPERVISOR: *Director of Media and Marketing*
STATUS: *Contractor*
RATE: *\$1,250 per month, exact terms negotiable*
START DATE: *August 1, 2024*

BACKGROUND: The Community Church of New York is a progressive religious community based in the heart of Manhattan since 1825. We have a long and storied history of working for social and international justice, and this history forms a core part of our identity as a community. As we search for a new physical home within the city, we are leaning in to our online presence as a way to further our mission and reach new audiences. Over the past few years, the church has worked to grow its podcasting program, producing several video and audio-only podcasts for wide distribution on YouTube, Apple Podcasts, Spotify, and all major platforms. At any given time, the church publishes one or two podcasts on a weekly or biweekly basis. Clips from these podcasts are shared on social media platforms like Instagram, Facebook, and TikTok. The church is also working to produce more short-form video content for social media platforms on topics related to current events, social justice, liberal religious values, and more.

POSITION DESCRIPTION: The Community Church of New York seeks a part-time Media Editor contractor to work approximately 10 hours per week alongside the Director of Media and Marketing. Regular tasks will include editing video and audio for podcasts and sermon recordings, as well as assisting in the recording and editing of short-form social media video content. This is a hybrid contractor position, with some on-site recording and/or still photography required on Sundays and Wednesdays.

Specific position responsibilities and requirements include:

- Editing audio and video for podcasts (contractor will primarily be editing for sound and video quality, with guidance from the Director of Media and Marketing on content edits);
- Editing weekly service recordings to create short clips for publication on social media platforms;
- Assisting with recording and editing of video content for TikTok and Instagram;
- On-site photography and video recording on Sundays and Wednesdays (minimum one Sunday and one Wednesday per month);
- Familiarity with a wide range of recording equipment and editing software is important;
- Experience creating social media content is highly desirable;
- Occasional online meeting attendance will be requested;
- Consistent and clear communication and a collaborative spirit are highly valued.

Members of historically marginalized communities encouraged to apply.

Applications are accepted on a rolling basis. Send resumé, cover letter, and 3-5 relevant work samples to:

Starling Carter, Director of Media and Marketing
[*scarter@ccny.org*](mailto:scarter@ccny.org)

Updated April 2024