COLSON CENTER

MINISTRY POSITION DESCRIPTION

The Colson Center exists to equip Christians with the clarity, confidence, and courage they need to live like Christians in this cultural moment. All employees are part of our ministry effort, and each is assigned significant responsibilities to move our mission and vision forward. This description lays out the key ministry areas this position leads and supports.

Position:	Audio Editor and Engineer
Location:	Remote or Colorado Springs, Colorado
Position Reports to:	Creative Director
Date Written:	November 2023

Ministry Position Summary

The Audio Editor and Engineer helps form people's Christian worldview through the audio platform. In collaboration with the podcast Executive Producer and Creative Director, the Audio Editor and Engineer will record, edit, and elevate the overall audio quality and experience to ensure the content is both engaging and effective.

PRIORITY	KEY MINISTRY RESPONSIBILITIES	TIME %
1	**Audio Recording, Editing, and Equalization (EQ):** Record and edit all the Colson Center audio recordings, including but not limited to podcasts, voiceover, etc., in order to provide our audience with high quality audio content (includes basic audio cleanup).	45
2	**Editing for Podcast and Radio:** Audio editing includes the following tasks: • Editing short-form audio commentaries every weekday • Editing long-form interviews weekly for all Colson Center podcasts • Creating audio ad spots for both podcasts and radio • Producing remote recordings through Riverside.fm	45

	• Improving and reforming audio production workflows in order to increase quality and efficiency	
3	**Creative Storytelling/Audio Experience:** Engage and develop creative ways to produce audio content that helps form people's Christian worldview. Research insights and methods of improvement to the production process, equipment, studio, and software, or as needed.	10

Guidelines for All Employees

The Holy Bible, Statement of Beliefs/Faith, Employee Handbook, KPI's for role

Minimum Qualifications

Mission Focus, Education, Experience, Knowledge, Competencies

- **Mission Focus:** Glorify God through modeling and reinforcing excellence in stewarding the assets of the ministry
- **Education:** Bachelor's degree in audio production helpful but not required; animation and video editing skills a plus
- **Experience:** 2+ Years of work experience as an audio editor and engineer
- **Knowledge Areas:** In-depth knowledge of audio-related equipment and digital technology
- **Competencies:** Good at managing workflow and setting priorities, accuracy, and attention to detail; demonstrable audio editing ability with a strong portfolio; creative mind and storytelling skills
- **Computer/Tech Skills:** Solid experience with digital technology, editing, and EQ software packages
- **Physical Ability:** Speaking, hearing, seeing, typing, and ability to travel with reasonable accommodations.
- **Travel Requirements:** Up to 2 trips per year to our Colorado Springs office or Colson Center National Conference

The Ideal Candidate for This Position Will Also Possess the Following:

- Great communication skills; ability to articulate ideas, and communicate to our strategic partners, colleagues, and supervisors about the status of tasks and projects with confidence
- Experience with project management tools such as Teams and/or Asana
- A detail-oriented mindset; takes pride in producing the highest quality work and keeping things organized
- Curious mind; always exploring new ways to improve audio quality and experience

Competencies

Specialists and Sr. Specialists

FOR THIS ROLE	FOR SPECIALISTS	OTHER
Prioritizing	Decision Quality	
Detail Orientation	Drive for Results	
Written Communication	Innovation / Creativity	
Collaboration	Problem Solving	
	Manages Conflict Well	

Position Classification: Full-Time Exempt

Salary Range: $50,000 - $60,000

Benefits: Medical, Dental, Vision, HRA, 403b, Disability, PTO