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# Catholic Diocese of Columbus

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## Employment Opportunity

**Date:** May 30, 2024

**Office:** Communications

**Position:** Multimedia Content Coordinator

**Deadline:** Until filled

**Status:** Fulltime

**Practicing Catholic:** Preferred

**Summary of the Position:** The Catholic Diocese of Columbus, located at 197 East Gay Street, Columbus, is looking for a qualified individual who can lead the audio/visual persona of the Diocese of Columbus through coordinating videography, photography, podcasting, and other media distribution projects. To be successful in this position, you'll be a self-starter, capable of delivering dynamic creative ideas, exhibit discretion, and show careful attention to detail.

**Qualifications for the position:** The ideal candidate should understand the Catholic perspective, be on mission for Christ through their work, be self-motivated and resourceful, take initiative, and be able to plan and meet deadlines. Additional responsibilities include:

**Responsibilities:**

1. Set an example for employees by personal adherence to and compliance with personnel policies and procedures and by personal adherence to Catholic Doctrine and Catholic principles of morality.
2. Coordinate and execute all aspects of video production from pre-production, production, post-production, distribution, and internal storage.
3. Archiving of all digital files, including but not limited to video clips, photographs, audio files, and asset logs.
4. Maintain and prepare all video/photography equipment, and ensure equipment is organized and ready to be used for video/photo projects.
5. Take and edit photos for display, print, video, and webpage uses, and collecting parental permissions when those photographed are minors under Ohio law.
6. Assure that all images used for Diocesan communication efforts are procured legally via licensing, permissions, and public domain assurance. Consult with Diocesan In-house Legal Counsel on these matters when needed.
7. Oversee the livestreaming of approved Diocesan events.
8. Manage, schedule and book hosts and guests, advise and produce the studio, diocesan podcasts and video.
9. Direct other camera operators, interns, and volunteers so that the needed images are acquired.
10. Ensure all volunteers acquire and maintain all safe environment training and protocols.
11. Other duties as assigned.

## **Requirements:**

1. Understanding of professional video, photo, and podcasting equipment.
2. Strong command of the English language. Spanish language is a plus.
3. Able to work collaboratively in team environment.
4. Ability to work a non-traditional schedule, as many events take place at nights and on weekends.
5. Effective time management skills and the ability to meet deadlines.
6. Understanding of media production, corporate identity, and multimedia strategies.
7. Dressing professionally and appropriately according to Diocesan guidelines, with special care taken into consideration for movement while performing videography and photography assignments.
8. Basic understanding of Adobe Creative Suite and other publishing tools.

**Experience:** At least three years of experience as a professional videographer and photographer in related field is required.

**Additional Information:** There will be frequent travel to project sites with reimbursement available according to the Diocesan policy.

Must be flexible to work non-common business hours due to typical timing of live events in the evenings and weekends.

This position assists the Senior Director of Communications and Associate Director of Communications with the management of sensitive issues within the Office and is expected to use personal judgment and maintain high level of confidentiality in carrying out routine duties and responsibilities of the Communications Office and its efforts on behalf of the Bishop of Columbus.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course.

We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, flexible spending account (FSA), and matching 403(b). Full time benefits are according to Diocesan policy. Compensation is commensurate with candidate’s experience.

Send cover letter, resume, and references to:

Anne Streitenberger  
Director of Human Resources  
[amstreitenberger@columbuscatholic.org](mailto:amstreitenberger@columbuscatholic.org)