

## POSITION DESCRIPTION

# Production Manager

**Title:** Production Manager (full-time, exempt)

**Company:** Annual Giving Network

The *Production Manager* plays a key role in helping AGN create and deliver quality content for its members by planning and producing a variety of educational programs including webinars, workshops, forums, videos and podcasts. The ideal candidate will be an excellent project manager, who is proactive, creative, and flexible. Experience in video production and event management are desirable for this role.

## RESPONSIBILITIES

- Managing production schedules for webinars, workshops, podcasts, meetings, and other activities, and making sure that key stakeholders are completing required tasks accurately and on time.
- Producing and editing video, audio, and written content for a variety of platforms and programs.
- Coordinating pre-event tasks, including recruiting and onboarding instructors and guests, scheduling meetings, preparing content and agendas, updating technology platforms, communicating with contractors, vendors and venues, and developing content and materials.
- Develop materials and content for events (slide decks, worksheets, templates, samples)
- Providing technical and logistical support during live events.
- Carrying out post-event tasks, including collecting and filing assets and materials, editing audio and video recordings, updating technology platforms, sending out communications, following up with contractors, colleagues, vendors, and venues, and tracking feedback and metrics.
- Other duties as assigned.

## QUALIFICATIONS

Bachelor's degree required. Master's degree and experience in educational fundraising preferred. Must be highly organized and detail-oriented with strong writing and communication skills, a sense of humor, and a willingness to be flexible and patient in the context of a small and growing business. Working knowledge of Google Workspace, MS Office (including PowerPoint), Zoom, Adobe Connect, Adobe Creative Cloud, Canva, iMovie, Elevate, Blackboard, WordPress, Salesforce, Pardot, SurveyMonkey, or comparable platforms required. Must be able to travel occasionally and work evenings and weekends as needed.

## ABOUT AGN

As the world's leading resource for annual giving programs, AGN helps educational institutions develop sustainable sources of philanthropic support. We're proud to have served thousands of colleges, universities and independent schools through our recruiting, training, and consulting services, and through our membership program, which provides ongoing access to professional development. Learn more at [AnnualGivingNetwork.com](https://www.annualgivingnetwork.com)

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