**UCFM Transformative Talks Executive Producer**

The Transformative Talks Executive Producer will oversee and approve all aspects of Transformative Talks programming.

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| **Ministry Area/Department** | Outreach/Inreach |
| **Position** | Executive Producer |
| **Accountable To** |  |
| **Ministry Target** | Churched and unchurched who are interested in overcoming social divides |
| **Position Is** | Volunteer |
| **Position May Be Filled By** | Church member |
| **Minimum Maturity Level** | Stable, maturing Christian |
| **Spiritual Gifts** | Evangelism • Pastor/shepherd • Administration |
| **Talents or Abilities Desired** | Good communicator, Organization, Leadership |
| **Best Personality Traits** | Expresser-leader • Dependable |
| **Passion For** | Creative collaboration and administrative oversight |
| **Length of Service Commitment** | One year minimum |

**Anticipated Time Commitments**

1. **Doing ministry/preparing for ministry:** 1 hour/week preparation, 4-6 hours/month production

2. **Participating in meetings/training:** 2 hours/month

**Responsibilities/Duties**

1. Oversee and approve all content development.

2. Establish, approve and manage budget.

3. Collaborate with teams regarding writing, production, and set teams.

4. Monitor all production operations and provide guidance/necessary problem resolution as needed.