

# **Production Manager**

## **Business as Mission (BAM) Communications BAM Resource Team, Chiang Mai, Thailand**

The BAM Resource Team in Chiang Mai, Thailand is looking for a motivated individual or individuals to work in our Communications Team. The ideal candidate would be someone who is interested in business as mission and has a desire to help mobilize and equip others to engage in BAM. This person would have experience in digital communications, a certain level of technical know-how and be a good communicator in English.

The BAM Resource Team was established in 2001 and over the past 15 years we have developed a wide-ranging network of relationships and a unique set of resources and training for the BAM community. The Production Manager role is an opportunity to get better connected with what God is doing through business globally and would be an ideal stepping-stone for future involvement in BAM.

### **Production Manager Overview**

The Production Manager is responsible for getting our communications and resources from idea to implementation to impact. The Production Manager works within the rest of the Communications Team generating new ideas for BAM communications and working with others to create them. This work includes creating and maintaining websites, email, social media and other technologies which support the goals of the Business as Mission Resource Team and the BAM movement.

The Production Manager must be able to research and implement basic technical solutions for the BAM Resource Team, including articulating technical issues for non-technical colleagues. They must be able to create visually appealing websites and email newsletters with user-friendly design, clear navigation, and responsive capabilities. The Production Manager also works with others to create engaging social media posts, so experience with social media platforms is desirable, but can be trained

### **Production Manager Tasks**

#### General

- Working with the BAM Communications Team to develop new ideas and content for resourcing the BAM Movement
- Creating written material and media for resourcing and training purposes

#### Email via Mailchimp

- Creating The BAM Review newsletter every two weeks using Mailchimp
- Growing and maintaining subscriber lists for various projects and activities
- Monitoring statistics and reporting trends of end-user engagement

BAM Websites (businessasmission.com, bamglobal.org, bamtraining.org, bamconference.com)

- Creating clear, attractive, and consistent website page layouts, graphics and media
- Monitoring content for accuracy and clarity
- Managing domains, servers, databases, email accounts and other backend technologies

### Social Media

- Managing Facebook, Twitter, Instagram, and Google+ accounts
- Creating original content that engages BAM followers
- Researching content to repost on social media

### **Skills Required**

#### Basic Skills:

- Mailchimp campaigns, lists, and reporting
- HTML and CSS
- Wordpress.org blog and web page building
- Ability to customize wordpress themes and plugins
- Basic graphic design and photo editing skills
- Basic social media

#### Ideal Skills:

- Ability to create custom and responsive Mailchimp templates using HTML and CSS
- Javascript, PHP, MySQL
- Understanding of how to utilize SEO
- Intermediate graphic design and photo editing skills
- Ability to create infographics
- Audio and/or video editing

### **Other Information**

Time commitment is for at least 1 year, preferably for 2 to 3 years. The BAM Resource Team is a mission team, all members are self-funded. Successful candidates would be independently funded or able to raise their own financial support team.

The BAM Resource Team will consider splitting these responsibilities between two people, one focused more on technical tasks and one more focused on writing, design and content development. If you are motivated for BAM and have some basic communications and/or IT experience, please get in touch with us.

**For questions or enquiries please contact: [editor@businessasmission.com](mailto:editor@businessasmission.com)**