



Story Production Manager

CityGate Storytelling Initiative

Job Description

(December 2025)

JOB PURPOSE

The mission of Denver Institute is to prepare people to serve God and others in their daily work so that workplaces and cities are transformed.

The Production Manager is responsible for the *operational execution* of the CityGate Storytelling Initiative, a five-year, Lilly Endowment–funded national project to identify, produce, and share compelling stories of Christian faithfulness through work.

This role ensures that storytelling moves from approved concept to finished product with excellence, clarity, and reliability. The Production Manager owns **systems, timelines, workflows, budgets, and delivery** across all media formats (film, podcast, live events, written stories, and learning resources).

Working in close partnership with the Director of Storytelling, the Production Manager translates narrative vision into executable plans, coordinating contractors, managing production schedules, maintaining digital assets, and ensuring grant deliverables are met on time and within scope.

This position reports to the VP of Advancement and collaborates closely with the Director of Storytelling, DIFW communications staff, CityGate leaders, and external production partners.

[Learn more about the CityGate Storytelling Initiative: Parables for Transformation through Work.](#)

PRIMARY RESPONSIBILITIES

STORY PRODUCTION OPERATIONS & WORKFLOW MANAGEMENT (30%)

Responsible for designing, maintaining, and continuously improving the production systems that move stories from approval to publication.

- Design and manage the end-to-end production pipeline for all storytelling outputs (film, audio, written, live events, learning resources).
- Build and maintain production calendars, milestones, deadlines, and task dependencies.
- Create standardized workflows for research, scripting, review, editing, and final delivery.
- Track progress across multiple concurrent stories and provide regular status updates to the Director of Storytelling and leadership.
- Develop and maintain production templates, checklists, and documentation.
- Identify bottlenecks and proactively adjust workflows to maintain momentum.

CONTRACTOR & VENDOR MANAGEMENT (20%)

In coordination with CG leaders, responsible for coordinating and supporting all external creative partners.

- Recruit, onboard, and manage freelance writers, videographers, editors, designers, and other contractors.
- Prepare scopes of work, timelines, deliverables, and expectations for each contractor.
- Coordinate scheduling for interviews, filming, travel, and location logistics.
- Serve as the primary point of contact for contractors throughout production.
- Ensure contractors receive clear creative direction and required brand and theological materials (in collaboration with the Director of Storytelling).
- Monitor contractor performance, timelines, and budget adherence.

PROJECT MANAGEMENT, BUDGETING & GRANT EXECUTION (20%)

Responsible for maintaining operational alignment with grant commitments and organizational priorities.

- Create and manage the master project plan aligned with the Lilly grant timeline and annual milestones.
- Track deliverables, deadlines, and performance indicators required for grant reporting.
- Monitor production budgets, contractor compensation, and resource allocation.
- Maintain accurate documentation of expenses, contracts, and deliverable completion.
- Support the VP of Advancement and Advancement Manager in preparing grant reports and internal updates.
- Develop internal dashboards or tracking tools to communicate progress and risk.

DIGITAL ASSET MANAGEMENT & LIBRARY DEVELOPMENT (15%)

Responsible for organizing and maintaining all production assets for long-term use and accessibility.

- Build and manage digital asset management (DAM) systems for video, audio, transcripts, drafts, graphics, and final files.
- Establish naming conventions, metadata standards, version control, and archival workflows.
- Ensure assets are properly backed up, permissioned, and retrievable.

- Coordinate with designers and web partners to prepare assets for distribution and publication.
- Maintain a centralized master library of all completed and in-progress stories.

QUALITY ASSURANCE & DELIVERY (10%)

Responsible for ensuring consistency, accuracy, and readiness for release.

- Conduct first-pass operational and technical reviews of story drafts, edits, and assets.
- Confirm deliverables meet agreed-upon standards for format, completeness, and usability.
- Ensure consistency across file formats, naming, branding, and packaging.
- Flag narrative or theological concerns to the Director of Storytelling for resolution.

EVENT, TRAINING, & DISSEMINATION SUPPORT (5%)

Responsible for supporting pilots, trainings, and dissemination moments.

- Prepare story assets, clips, and materials for leader trainings, pilots, and national gatherings.
- Support technical preparation for recordings, previews, and live storytelling events.
- Assist with packaging story materials for partners and CityGate organizations, as needed.
- Track feedback from pilots and coordinate revisions with the Director of Storytelling.

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.

SHARED EXPECTATIONS

Represent the vision and guiding principles of Denver Institute in all communications, processes, and internal and external meetings, especially with contractors, vendors, and providers.

- Fluidly articulate the vision, mission, strategies, and guiding principles of Denver Institute in all communications (emails, phone calls, newsletters, social media)
- Ability to adopt the voice and tone of Denver Institute when needed in multiple mediums (websites, emails, phone calls)

Participate and add value to staff culture.

- Actively participate in our meeting matrix, leading meetings when assigned
- Practice Rule of Life with fidelity including daily prayer, volunteer hours, & silence and solitude
- Timely and thorough communication via Slack, email, asana, document review, and all other methods
- Active participation in the annual staff retreat
- Commit to the Denver Institute Statement of Faith and Kingdom Living Policy outlined in our [Personnel Policy Manual](#), section I, D and III, A, respectively.

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION

Applicants must be authorized to work in the United States.

EDUCATION & EXPERIENCE

Bachelor's degree in communications, media production, project management, operations, or a related field and at least 3–5 years of relevant experience

OR

Equivalent professional experience in production coordination, project management, or creative operations.

KNOWLEDGE & SKILLS

- Demonstrated experience managing complex projects with multiple stakeholders.
- Strong organizational and systems-thinking skills.
- Experience coordinating freelancers or vendors.
- Familiarity with media production workflows and deliverables.
- Comfort working in digital project management environments (Asana, Google Workspace, Slack).
- Strong written and verbal communication skills.
- Ability to manage details without losing sight of broader goals.
- Willingness to thoughtfully use AI tools where appropriate.

SHARED COMPETENCIES

The following is a list of character qualities and work competencies that describe the mindsets, abilities, and approaches to work that are essential to successfully achieving the mission of the organization and must be exhibited by all Denver Institute staff members.

1. **Faith & Mission:** Demonstrate a deep commitment to Jesus Christ and the mission of Denver Institute.
2. **Relational:** See colleagues and constituents as bearers of the image of God and align actions with that knowledge; establish and maintain positive working relationships internally and externally.
3. **Adaptability & Flexibility:** Adapt to changes from inside and outside the organization while remaining focused on goals and remaining personable & relational.
4. **Teamwork:** Engages the team by communicating clearly, collaborating flexibly, and proactively solving problems.

ROLE-SPECIFIC COMPETENCIES

The following is a list of character qualities and work competencies that are essential for success in this particular role.

1. **Detail-Oriented:** Holds high standards of excellence, accuracy, and thoroughness for all work products.
2. **Project Management:** Bring together each component of a project, including the resources or planning needed to complete it in a timely manner.
3. **Collaboration:** Works effectively with internal teams, external stakeholders, and/or individuals to achieve shared goals and advance the mission of Denver Institute.
4. **Systems Management:** Able to maintain complex systems within areas of responsibility.

ADDITIONAL INFORMATION

WORK LOCATION

This position is required to be based in the Front Range of Colorado. For candidates who do not currently reside in this area, we are open to a discussion about relocation timeline and cost.

WORK ENVIRONMENT

This is a hybrid job and operates both in a professional in-person office environment and virtual spaces. This role routinely uses standard office equipment and requires frequent in-person connections with people.

PHYSICAL DEMANDS

The employee is required to stand, walk, use hands and fingers, and reach with hands and arms. The employee will be required to lift and/or move up to 30 pounds in order to set up for events.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time exempt position and requires 40 hours per week. Normal working hours are M-F, 8:00am-5:00pm. Some work events happen at night and on weekends. All employees work from the office Tuesday and Thursday. Work hours and location may be temporarily flexible with approval from the VP of Operations & Finance.

TRAVEL

This position will include periodic travel to CityGate locations as needed and to conferences or training that are associated with this position.

COMPENSATION & BENEFITS

COMPENSATION

- This position is a full-time position with a salary range of \$60,000-\$80,000 based on experience.

FLEXIBILITY

- Hybrid work schedule: in-person at the Denver Institute office on Tuesdays and Thursdays, virtual on Mondays, Wednesdays, and Fridays (adjustments to this schedule may occur based on Denver Institute programming and other needs)
- 15 paid holidays per calendar year (all federal holidays plus New Year's Eve, Good Friday, the day after Thanksgiving, and Christmas Eve)
- 15 days of PTO per year (for 2026, total days of PTO will be prorated based on start date)
- 6 sick days per year (for 2026, total days of sick leave will be prorated based on start date)

BENEFITS PACKAGE

- Health insurance: Denver Institute offers an allowance for health insurance to all full-time staff members
- Retirement benefits: Employees are eligible to enroll in IRA contributions through our Fidelity SIMPLE plan on their first day of work. Denver Institute will match dollar-for-dollar for every 1% an employee contributes, up to a 3% maximum contribution from Denver Institute.
- Computer to use for your work

WORK CULTURE

- Professional development allowance and opportunities
- 3 work days per year for silence and solitude
- 30 minutes per work day for reading, journaling, etc. with no screens allowed
- 90 minutes of paid time per week for exercise
- Daily time for staff prayer, encouragement, and spiritual health
- A one-month paid sabbatical every five years