Faithbridge Church
Position Description

Position Assignment:
- ▪ **Title:**   Video Producer
- ▪ **Recruited By:**   Worship & Communications Pastor
- ▪ **Reports To:**   Communications Manager
- ▪ **Staff Grade:**   Support

Principle Function: To produce, direct, edit and present scripted and documentary-style stories, and, support live broadcast production through video technology.

Purpose: To communicate narratives & events that encourages and edifies the church and advances the Gospel in Northwest Houston, fulfilling the mission and vision of the church.

Responsibilities:
Produce, direct, edit and present videos in the following three areas:

1. Storytelling:
- Work with small team to concepualize, plan, and storyboard engaging videos needed for Sunday services, events, social media, online, and internal communication.
- Set up camera, lighting, and audio gear for recording interviews, b-roll, and scripted content.
- Conduct interviews for documentary-style stories and direct actors in scripted videos.
- Edit footage and mix audio to create content for promotional/hype, short film, documentary, corporate, and loop / "GIF" deliverables.
- Create and animate motion graphics for produced videos and live production use.

2. Live Production:
- Set up and maintain broadcast equipment (cameras, switchers, recording devices).
- Record live to tape productions including worship services, classes, and other episodic content for Faithbridge Online
- Edit episodic programming and "shows" for Faithbridge Online

3. Video Operations:
- Manage Faithbridge YouTube and Vimeo pages.
- Manage video assets from sermons, events, and video shoots, organizing and backing up archives.
- Edit, upload, and distribute weekly sermons and regular events.
- Edit and distribute specific events via private link or DVD (baptisms, funerals).

Skill Requirements:

- Proven aptitude for quality editing with short deadlines.
  Has reliable transportation for on-location shoots
- Understanding the basics of narrative storytelling.
- Proficient with video production software, such as Adobe Premiere and After Effects.
- Familiar with the Adobe Creative Suite, especially Photoshop.
- Working knowledge of video file formats and effective distribution practices.
- Working knowledge of social media platforms (Facebook, Instagram, Twitter, YouTube, Vimeo) and best formats to distribute content to them.
- Ability to lift camera, lighting, and audio gear (up to 50lbs).
- Ability to work some nights, weekends, and holidays as required to fulfill assigned duties.
- Must be proficient in live video production infrastructure and operations.
- Ability to multitask and manage multiple projects at one time.
- Ability to cooperatively work with others within Worship & Communications as well as other ministries.
- Good attention to detail.
- Must be biblically sound and exhibit personal conduct that reflects positively on the integrity of the church.
- Must be trustworthy and confidential.
- Must be a team player and have good people skills.
- Must have good discernment in making decisions.
- Highly creative problem solver.

Education and Experience:

High school graduate or GED with two (2) years college or work-related trade school preferred.

Organization Relationship:

This position shall be directly accountable to the Communications Manager. This position will have contact with church membership and paid staff.

Working Conditions:

This position has a varied work schedule; 35-40 hours per week, including Sundays and during church-related events. Detail oriented, keen initiative, ability to use discernment in making decisions, and a team player. Must be able to lift 50lbs. Spiritual gifts of creativity, leadership are helpful.

Prepared By: _____   **Date:** _____

Approved by: _____   **Date:** _____

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

_____   _____

Employee's Signature   Date