

firstmethodist

Job title	<i>Online Video Producer</i>
Department	<i>Communications</i>
Reports to	<i>Director of Communications</i>

Job Purpose

The online video producer is responsible for the scheduling, producing, shooting, and editing of all online video services produced by the church. They will organize all shoots related to online video services, edit and prepare every element related to the online services, make sure services are completed, uploaded, and streamed correctly.

Duties and Responsibilities

Creating weekly online services. Any prerecorded online service will be filmed and/or overseen by the online video producer. They will organize all shoots related to the service, make sure each element prepared for the video service is created at the highest possible quality, and edit and deliver the final product every week.

Recording of all church video content. The online video producer will also be a videographer, camera operator, audio recorder, or any other necessary role on all other church video shoots. They will partner with the senior video producer, working as a cohesive team to create exceptional video for all services and platforms.

Filming and/or photographing church events. The online video producer will be available for recording any event deemed necessary for capturing video or still images for immediate online use, or for future use, underneath the direction of the senior video producer.

Live production of church services. The online video producer will be prepared to operate as the video director, technical director, camera operator, or any other necessary role for church services on either campus, depending on need.

Performs creative envisioning for the Creative Department. Is an active voice in all creative endeavors the church involves itself in. Helps with all projects the department takes on by providing creative input.

Qualifications

The online video producer should have:

- Proven experience in all areas of video production: envisioning, filming, audio recording, video editing, and audio editing.
- Excellent skills in Adobe video programs, as well as adaptability to use other programs as necessary for video production.
- Ability to work on tight and consistent deadlines.
- Strong creative vision and ability to execute said vision.

Working conditions

The online video producer will work a 5-day work week, Monday-Friday, or whatever schedule becomes appropriate for creating online services.

On occasion, larger events may require to the senior video producer to work certain events as part of the Media Team that fall outside the normal week's schedule.

Physical requirements

Ability to work at live events and shoots and operate video cameras.

Direct reports

The online video producer works alongside the art director, the senior video producer to create video projects that line up with the church's brand and aesthetic. They will partner with the church's online pastor and the online creative team to execute this group's vision for the online service. They are managed by the communications director.

Approved by:	<i>Ben Wyman</i>
Date approved:	<i>May 27, 2020</i>
Reviewed:	