



<b>Job Title:</b>	<b>Video/Media Production Specialist</b>	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Midway	<b>Travel Required:</b>	N/A
<b>Reports to:</b>	Lead Pastor	<b>Position Type:</b>	Full Time

**Job Summary: The Video/Media Production Specialist will produce media materials as well as video projects to effectively communicate and promote the vision, mission, ministries, and values of New Life Community Church.**

**Job Duties:**

- Schedules, coordinates, and produces all needed media materials in support of New Life’s ministry programs and events.
- Produces weekend service bumpers utilizing video, 2D animation, and motion design.
- Produces video and media assets for New Life’s social media outreach in coordination with the Communications team and strategy.
- Collaborates with video staff on the Communications team by assisting on video shoots.
- Photographs church services and events.
- Ensures video/editing/duplication equipment is serviced and maintained.
- Implements and oversees a process for recruiting, training, developing, and appreciating volunteers.
- Keeps current with trends in technology and improving the use of media to enhance the ministries of New Life.
- Attends weekly staff meetings; maintains production calendar.

**Skills/Qualifications:**

- Must become an active member of the New Life Midway location with strong ties to New Life’s vision and mission.
- A growing, committed follower of Jesus Christ (1 Tim 3:1-7; Titus 1:6-9).
- 2+ years of related work or volunteer experience.
- Proven expertise in the following software: Adobe Creative Suite, After Effects, Premiere Pro, and Lightroom.
- Basic understanding of Illustrator and Photoshop preferred;
- Graphic design proficiency preferred.
- Ability to communicate clearly and creatively through a variety of digital media.
- Ability to collaborate and cooperate with a team in developing creative digital media.
- Self-motivated; capable of managing multiple projects at once.
- Ability to work under pressure, react quickly, and meet deadlines.
- Ability to mobilize and train volunteers.

<b>Reviewed By:</b>	Josiah Jobe/Joshua Holec	<b>Date:</b>	8/21/19
<b>Approved By:</b>	Josiah Jobe	<b>Date:</b>	8/21/19
<b>Last Updated By:</b>	Irene Vasquez	<b>Date:</b>	8/21/19