



Job Title:	Video/Media Production Specialist	Job Category:	Non-Exempt
Location:	Midway/All Church	Travel Required:	N/A
Reports to:	Lead Pastor/Communications Director	Position Type:	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 at our Midway location as well as in support of all-church projects.

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.

Reviewed By:	Josiah Jobe/Kent Richardson	Date:	11/17/20
Approved By:	Josiah Jobe/Kent Richardson	Date:	11/17/20
Last Updated By:	Irene Vasquez	Date:	11/17/20