

Davidson United Methodist Church

Senior Video Production Specialist

Status: full time, salaried, exempt, at-will

Hours: 40 hours per week. Working on Sunday is expected

Benefits: PTO; 403(b); health & dental coverage w/ FSA/HSA options; life, short/long term disability insurance

Supervisor: Director of Digital Ministries & Communications

Related Positions: Associate Video Production Specialist (*search to begin by end of Q1 2022*); contract technical assistant.

General Purpose of Position:

A creative, skilled, outgoing person to serve as leader of video presentation ministries of the church.

- Key member of creative team
- Oversee sound, video, livestreaming and lighting for all worship services and other events
- Create current, compelling, and engaging videos for ministry areas
- “People Person” who can recruit, engage, and manage a team of volunteers

Organizational Relationship and Supervision: Report to the Director of Digital Ministries & Communications. Partner with ministry program staff & clergy to create audio-visual products that enhance and/or promote ministry area(s). Supervise & direct video production staff.

Primary Task: Produce and direct audio-visual products to include Sunday morning worship elements, streaming services, recording of services for viewing on website and social media; produce and direct podcasts; manage sound and audio.

Responsibilities: (*including but not limited to*)

- Ensure set-up, operation, and take down equipment for streaming of worship services and other productions
- Ensure the identification, training and scheduling of staff and volunteers, to ensure continuity of all aspects of audio-visual service if on vacation or unable to perform this duty due to illness. (*Current plans allow for the creation and hiring of an Associate Video Production Specialist to assist with continuity of service*)
- Create graphics for livestreaming
- Coordinate and oversee full video creation process, collaboratively conceptualizing shoots, scheduling, costs/budgeting (when applicable), and pre/post-production
- Manage frequent small productions as well as occasional highly creative or demanding large productions

Responsibilities: (*cont'd*)

- Operate camera, audio, and lighting equipment on both a technical and creative level
- Produce occasional videos to be used in worship (member faith stories, reports on church programs) or for other ministry areas
- Partner with Pastor for Music & Worship and staff to select/create appropriate video elements and coordinate service flow and technical direction
- Set up distribution channels for live broadcasts and recordings
- Be present during worship services to direct and oversee video production and streaming
- Understand and troubleshoot the broadcast-based video system
- Maintain technical equipment and keep accurate paperwork for warranty and maintenance issues
- Produce, stream, record and upload to the website or social media, podcasts, Bible studies, and other programs as directed by supervisor
- Partner with Director of Facilities to regularly assess audio-visual equipment and space-related needs; recommend improvements

Qualifications and Aptitudes:

Minimum of bachelor's degree in media-related study, or the equivalent of 5+ years of related experience

Proficiency in/knowledge of live video broadcast production, including video switcher, camera, recording gear, digital video equipment, digital sound systems, monitoring systems, lighting systems, video distribution systems, and digital media servers

Knowledge of software such as ProPresenter, Adobe Creative Suite (Adobe After Effects, Photoshop, InDesign, Illustrator), Keynote and PowerPoint, Final Cut Pro, and MS Office. Both Mac and PC operating systems

Experience directing and producing creative videos, including concept, scripting, filming, editing, and post-production; ability to take a video from idea to pre-production to finished project

Ability to adapt when plans change

Ability to work with diverse individuals; communicate well both in written and verbal forms

Be respectful of the United Methodist tradition and practices

Active member of a faith community preferred

Experience with Christian church culture a plus

Date Approved by SPRC: 7.26.2020

Last Update: 2/10/2022