



## **Job Description: Media Producer**

We are seeking an innovative, industrious, and personable self-starter to join our team as Media Producer. This person will excel at live event production and pre-recorded video production and capturing the ethos of a brand/mission through visual storytelling. A track-record of success in bringing brands to life through narrative, still photography, and video is crucial to this role. Serving all ministry areas of Signal Pres, this person should be a collaborative and detail-minded, ready to serve the ministry needs of a multi-generational church. In this part-time role (15 hours/week), a portion of the hours will be scheduled consistently each week, some will be determined by the projects on-hand, and others can be determined by the Media Producer. As such, flexibility is key.

### **RESPONSIBILITIES**

The duties of this role are two-fold: provide media support for live events and produce event-related and mission-critical content. This person will primarily:

- Serve as media producer on Sundays, leading a team to capture and live-stream worship
- Produce studio videos (teaching, testimonials, interviews, event promos, trainings, etc.)
- Support large live events such as Family Camp, VBS, FISH, etc. through event-related videos and photography (pre-event promos and live event coverage)
- Manage the studio (maintain equipment, inventory assets, manage set design, schedule talent, etc.)
- Coordinate volunteer media team
- Ideally he/she would attend weekly Staff Meetings (usually Tuesdays at 9:30, August-May)

### **PROFESSIONAL SKILLS**

The ideal candidate will be an organized, highly productive creative thinker who can:

- Direct, shoot, edit, and produce videos on a weekly basis
- Maintain a consistent look and feel with regard to brand guidelines
- Produce high-quality work with minimum supervision under deadlines
- Develop processes and best practices to promote efficiency, productivity, and collaboration as it relates to media projects
- Successfully navigate less-than-ideal shooting environments (ie: low light, group interviews, noisy backgrounds, music, etc.)
- Take initiative and manage multiple concurrent projects

### **SOFT SKILLS**

The successful candidate will have a heart for the local church, a growing relationship with Jesus Christ, and a missional mindset. He or she should:

- Demonstrate self-awareness in regard to strengths/weaknesses; maintain a commitment to improvement

- Have a high degree of relational intelligence and a commitment to learning how to work with many types of people
- Be teachable. Expertise in all areas is not essential, but an eagerness to grow, learn from others, and hold oneself accountable to a professional development track is vital.
- Discern needs, prioritize his or her workload, and communicate proactively and effectively when competing priorities are difficult to reconcile.
- Be willing and able to train others - both staff and volunteers - in media support roles.

## **PROFICIENCIES**

- Software: FinalCut Pro X, After Effects, Creative Cloud products, ProPresenter, OBS, Wirecast
- Hardware: Blackmagic ATEM,ATEM Mini
- Cameras: PTZ camera operation (or willingness to learn); DSLR camera operation (we use FujiFilm X-T3s and Canon XA40)
- Studio and stage lighting
- Operating shotgun and lapel mics
- Directing talent
- Audio mixing
- Must have a clear understanding of and demonstrate adherence to copyright and intellectual property laws
- Must abide by the church's photo release policies and be sensitive to using the likenesses of minors in printed and digital materials

## **ACCOUNTABILITY**

The Media Producer works alongside the Communications Director and the Technical Director to conceptualize, develop, and produce live-streams, videos and still photography.