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| Department | Media |
| Location | Dublin & Alamo Campuses |
| Job Title | Video Producer |
| Reports to | Dustin Smith - Media I Production Director |
| Type of position: Full-time (Exempt) | Hours: 40 per week |

GENERAL DESCRIPTION

PURPOSE OF THE POSITION

Advance the mission, vision, and values of NLC. Possess a servant's heart toward other team members and promote relational health on the team (with emphasis on promoting joy and unity). Continue to develop as a leader and mature Christ-follower.

SCOPE

The Video Producer reports to the Media I Production Director, Dustin Smith. This role is to lead the story telling through video for NLC, in collaboration with our Creative Team. The position is subject to change, based on the greatest needs of NLC and/or changes within NLC, as we are committed to our mission not a position.

RESPONSIBILITIES

- Coordinate and oversee the creation and delivery of all video content for NLC
- A strong understanding of the production process (plan, shoot, post, deliver)
- Conceptualize, write, edit, and produce scripts as needed
- Recruit, train and equip our serving teams to support live video, short films, & lighting design
- Provide video content for social media story telling
- Developing digital media and marketing strategies
- Manage the scheduling teams, resources and locations for video shoots
- Maintenance and oversight of video systems and equipment
- Support our Production Team during weekend services (directing, camera operation, switching etc.)

QUALIFICATIONS

- Experience and high proficiency in all aspects of video creation including concept, story boarding, shooting, editing, post production, and delivery
- Strong ability to lead and organize projects on schedule
- Work with accuracy, speed and attention to detail while under pressure
- Excellent verbal and written communication skills
- Strong project management skills
- Proficient in Premier, After Effects, Adobe Creative Suite, etc.

PEOPLE

- Celebrate team when there are wins, and support those that need additional training
- Help to support a culture of open feedback
- Actively identify ways to raise the bar for excellence
- Have a one team mentality, supporting other people and tasks that may not directly be a part of your job description

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the New Life Church DNA
- Faithful, positive, loyal, self-motivated, flexible
- Display a high level of communication to supervisors and department leads
- An independent self-starter who also works well within a team environment and comfortable interacting with leadership
- Relationally adept, desiring to sincerely engage, organize and network with diverse people.
- Ability to manage proprietary information with discretion and maintain strict confidence as it relates to church attendee privacy
- Be able to multi-task with ease
- Be comfortable working in a fast paced and frequently changing environment

WORK SCHEDULE/HOURS

Name of person holding the position: Rachel Heisel

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| REVIEWED BY | | Title: | Date: |
| APPROVED BY | | Title: | Date: |