

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Media Producer
- **Staff Grade:** Exempt, Salaried, Full-Time (40 HPW)
- **Accountability:** Reports to the Lead Communications director
- **Ministry/Dept.:** Communications

Summary of Position: To produce, direct, edit, and present scripted and documentary style stories and content and support live production through media technology

Purpose: To communicate narratives & events that encourage and edify the church and advances the Gospel in Northwest Houston, fulfilling the mission and vision of the church.

Duties & Responsibilities:

Produce, direct, edit, upload, and present audio and visual media content in the following three areas

Storytelling

- Work with a small team to conceptualize, plan, and storyboard engaging audio & visual media needed for Sunday services, events, social media, online, and internal communication, including video and podcasts
- Set up camera, lighting, and audio gear for recording interviews, b-roll, and scripted content
- Conduct interviews for documentary style stories and direct actors in scripted content
- Edit footage and mix audio to create content for promotional/hype, short film, documentary, corporate, and loop/"GIF" deliverables.
- Create and animate motion graphics for produced videos and live production use.
- Record, edit, and upload audio content for podcasting, voice overs, etc.
- Identify and capture compelling moments from events, services, and interviews that can be purposed into short-form social media content.

Live Production

- Set up and maintain broadcast equipment (cameras, switchers, recording devices)
- Record live to tape productions including worship services, classes, and other episodic content for Faithbridge Online

- Edit episodic programming and “shows” for Faithbridge Online
- Support weekly worship services, events, classes with live media production, including video directing, audio mixing, as well as stage and lights as needed

Media Content

- Manage Faithbridge YouTube and Vimeo pages
- Manage video assets from sermons, events, and video shoots, organizing and backing up archives
- Edit, upload, and distribute weekly sermons and regular events
- Edit and distribute specific events via private link or DVD (baptisms, funerals)
- Work with the Social Media Coordinator to monitor and record analytics
- Work with the Social Media Coordinator to format content for social media, including editing vertical video, adding subtitles, adapting dimensions, and preparing content for formats such as Reels, Shorts, and other platform-specific media

Skills and Educational Requirements:

- ◆ Proven aptitude for quality editing with short deadlines
- ◆ Has reliable transportation for on-location shoots
- ◆ Understanding the basics of narrative storytelling
- ◆ Proficient with video production software, such as Adobe Premiere and After Effects.
- ◆ Working knowledge or willing to learn media content file formats and effective distribution practices
- ◆ Working knowledge of social media platforms (Facebook, Instagram, Twitter, YouTube, Vimeo) and best formats to distribute content to them
- ◆ Familiarity with short-form video storytelling and platform formats such as Instagram, Reels, YouTube Shorts, and similar social media formats.
- ◆ Ability to work some nights, weekends, and holidays as required to fulfill assigned duties
- ◆ Must be willing to learn live video production infrastructure and operations
- ◆ Ability to multitask and manage multiple projects at one time
- ◆ Ability to cooperatively work with others within Worship and Communications as well as other ministries.
- ◆ Good attention to detail
- ◆ Must be biblically sound and exhibit personal conduct that reflects positively on the integrity of the church
- ◆ Must be trustworthy and confidential
- ◆ Must be a team player and have good people skills
- ◆ Must have good discernment in making decisions
- ◆ Highly creative problem-solver
- ◆ High school graduate or GED with two (2) years college or work-related trade school preferred.

Organization Relationship:

This position shall be directly accountable to the Lead Communications Director. This position will have contact with church membership and paid staff.

Working Conditions:

This is a salary and full-time position (approximately 35-40 hours per week), with a regular weekly in-person schedule determined by the Lead Communications Director, along with some pre-approved Sunday evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter. Must be able to lift 50 lbs.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name