

VIDEO PRODUCER

GENERAL DESCRIPTION

The Video Producer will facilitate the creation of video content for Rock Point Church with the vision of using videos to tell stories of life change, as well as finding creative ways to promote and celebrate what God is doing in and through Rock Point Church.

Classification: Exempt; Salary // **Status:** Full Time // **Team:** Communications // **Supervisor:** Randy Deal, Lead Director, Interim Communications Director

WORK SCHEDULE

- Flexibility is required as needs are varied.
- Weekdays are varied based around ministry needs and meetings.
- Expect to work four weekdays weekly and at least one weekend day weekly.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and produce creative and engaging videos for church services, events, social media, website, and other delivery methods (ex. video announcements, testimony videos, promotional videos, highlight videos, transitional videos, lyric videos, worship videos, instructional videos, informational videos, etc.).
- Coordinate video shoots, including set up/tear down, scheduling, and shooting.
- Edit video content.
- Design and create sets.
- Produce emotionally powerful stories of how people have experienced life change through their experience with Jesus or the church.
- Post videos and video descriptions to YouTube, Facebook, or other online video hosting providers as well as implementing video tagging, keywords, and closed captions for SEO impact.
- Review video analytics to help gauge interest and interaction in order to improve future videos.
- Contribute to brainstorming sessions and ideation of topics for standalone videos and concepts for video series.
- Write, copy edit, and fact-check scripts to ensure the production of high-quality videos.
- Organize workflow process and collaborate with team members from pre-production to final video delivery.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- High School Diploma or GED.
- Proficient in Adobe Creative Cloud Suite, specifically Premiere Pro or comparable video editing software.
- Proficient with video production workflow and equipment, including cinematography lighting and directing.
- Proficient in Microsoft 365 applications: Teams, Word, Excel, ToDo, OneNote, OneDrive, Edge, etc.
- Proficient in Project Management Systems, i.e., Basecamp, Monday.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with After Effects and Photoshop.
- Recent experience volunteering for or working for a large church in Video Production.
- Experience with Church Management Systems, specifically Pushpay's Church Community Builder.
- Bachelor's level or higher or experience equivalent in video production education.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 25 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.