

# Video/Media Producer

FLSA status: PT Exempt      Report to: Lead Pastor.

## Overview

The **Video/Media Producer** supports the communications ministry at FUMC. As part of the staff team, the Video/Media Producer will design and create video and media content for in-person and online worship, as well as video content for marketing and promotional purposes. The Producer will also support online discipleship video development and/or usage. The Producer will be expected to build a video ministry volunteer team to help design, create, and share content for the church.

## Skills needed

- **Leadership:** Demonstrate the ability guide and direct video participants in a positive and effective manner, and effectively direct and empower volunteers to achieve video goals
- **Planning & Organization:** Plan and organize video production calendars to meet church ministry seasons, timelines and deadlines.
- **Standard of Excellence:** Maintain a high level of excellence and professionalism in all work.
- **Creativity:** Display creativity and resourcefulness in production of video content.
- **Visioning:** Help translate goals and needs of ministry leaders into effective designs.
- **Editing Abilities:** Demonstrate an ability to compile footage and graphic elements to produce appealing and engaging videos.
- **Interpersonal Skills:** Communicate and interact positively and cooperatively with staff, team members, and volunteers and respond well to constructive feedback.

## Responsibilities

- Participating in the life and ministry of the church
- Presenting video design plans for approval prior to development and posting
- Working with clergy, and ministry leaders to conceptualize and design videos
- Providing constructive and positive leadership during video filming and production
- Working with communications specialist to align marketing, media and video graphics and content
- Selecting or creating appropriate and visually appealing settings and lighting for video filming
- Producing highlight reels and promotional clips for communications campaigns (special events, Christmas, Easter, mission trips, baptisms, VBS, consignment sale, summer camps, etc.)
- Transferring worship service footage from streaming to post production format and online posting
- Creating sermon series trailers and promotional video clips and post in timely manner
- Producing testimonial videos for use within the worship service and for online use
- Recruiting, training and empowering video ministry volunteers as needed to help produce recordings and content.
- Advising pastors and church leadership team of video ideas and needs for FUMC