Video Producer | Job Description

The Video Producer is responsible for creating engaging, high-quality video and audio of services and events at Reveille, including the execution of the weekly worship service live stream. This is a part-time, non-exempt position of approximately 10-15 hours per week.

Responsibilities and Duties
The responsibilities of the Video Producer include, but are not limited to:

- Leading the production and camera operation for the weekly worship service live stream to ensure excellence and quality control for the live stream and recording;
- Editing and other post-production of the weekly worship service video, including uploading and posting to online platforms;
- Recording, editing, and producing additional video and audio as needed;
- Assisting with set up for camera, lighting, and sound for selected Zoom meetings;
- Managing maintenance of Reveille video production equipment and advising church leadership on equipment and software/application needs;
- Attending weekly worship planning meetings;
- Training and supervising video production team volunteers;
- Supporting the ministries and mission of the church, forming positive relationships with church staff, members, and volunteers;
- Other duties as assigned by supervisor.

Qualifications and Skills

- 3 to 5 years of hands-on experience producing live stream video, including experience with live music and speaking productions
- Proficiency in video editing and production, including graphic design
- Experience with interview lighting
- Demonstrated ability to compile footage and graphic elements to produce appealing and engaging videos
- Experience with audio recording and editing
- Good media management skills and backup procedures
- Proficiency with Adobe Premier, Photoshop, and Audition or comparable software
- Proficiency with vMix or comparable software for live streaming
- Demonstrated strong communication, leadership, initiative, problem solving, project management, and organizational skills with strong attention to detail
- Experience training volunteers and staff
- Willingness and proven ability to work with staff and volunteers in a supportive, collegial team relationship
**Expected Hours of Work**
This is a part-time position of 10-15 hours per week. Onsite presence is required weekly on Sunday morning and afternoon to broadcast and record video at Reveille. Additional hours for post-production, editing, and uploading may be worked remotely or onsite. Attendance at weekly worship meeting required, online or in person. Additional onsite presence for video recording may be required, including possible evening hours.

**Accountability**
The Video Producer is supervised by the Director of Communications and Engagement and is subject to the jurisdiction of the Director of Administration and the Staff-Parish Relations Committee.

**Physical Demands**
These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to see, talk and hear, stand, walk, reach with arms and hands, climb stairs (the offices of Reveille United Methodist Church are located in an historic four story building without an elevator and video equipment may be located in balcony accessible only by stairs) and balance, and to stoop, kneel, and lift up to 50 pounds to move equipment and materials.

**Conclusion**
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, activities, duties, responsibilities, or working conditions associated with the position.