

Job Description Video Producer

Reports to: Senior Director of Production
FLSA status: Salary (Exempt)
Hours per week: 40 hours, Full Time
Campus: Melbourne

Purpose:

This position is responsible for ministering to the body of CCM and other audiences through electronic media including video/television, radio, and web based media to advance the church's vision at Calvary Chapel Melbourne and all video campuses.

Job Responsibilities:

- Know all facets of production including creative process, scriptwriting, producing, shooting, audio, graphics, and editing
- Knowledgeable in moving graphics software and techniques, and staying current with design trends
- Work with producers, videographers, editors, lighting directors, craft services, talent and crew *(As each has received a gift, use it to serve one another, as good stewards of God's varied grace 1 Peter 4:10)*
- Serve as video director for live services as needed *(Whatever you do, work at it with all your heart, as working for the Lord, not for human masters... Colossians 3:23)*
- Research production and equipment needs; develop scope and budget projections
- Maintain mastering, duplication, and archiving of a finished project *(For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10)*
- Maintain records on all projects
- Conduct interviews
- Direct field shoots
- Write copy

Skills:

- Degree in Video Production or 3 years minimum equivalent on the job experience
- Proficient in Premier Pro, Adobe After Effects, and Adobe Photoshop is preferred.
- Proficient on MAC and PC
- Resume and Portfolio required
- Results-oriented, intelligent, well-rounded, adaptable to frequent changes and able to produce high quality work under pressure
- Ability to see a production project through from conception to completion
- Creative, conceptual thinker, able to see ideas through to completion in a rapidly changing environment
- Manage time and schedules well, and meet deadlines consistently. Capable of handling several tasks at once with thorough follow through
- Maintain a flexible spirit in order to change task quickly at the director's discretion
- Good interpersonal skills for relating effectively with staff members, leadership, volunteers, and outside vendors *(And what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others also 2 Timothy 2:2)*

- Passion to minister creatively and effectively through media
- Able to work creatively with limited resources

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (If you declare with your mouth, “Jesus is Lord,” and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23)
- Be a reflection of God’s love to colleagues and visitors (A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3)
- A dependable team player who understands unity and works well with people (Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3)
- Able to commit to the core values and belief of Calvary Chapel and adhere to those values in the assigned projects
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction
- Able to commit to the core values and belief of Calvary Chapel Melbourne and adhere to those values in the assigned projects

I have read the above job description. I understand that I am responsible for the requirements as outlined above and that the job description in no way implies that the duties listed here are the only ones that I will be required to perform. I will be expected to perform other tasks, duties and training as determined by my supervisors.

Employee Name

Date

Signature

Authorized by:

Administrator