

GOOD SHEPHERD LUTHERAN CHURCH

POSITION TITLE: VIDEO RESOURCE AND PRODUCTION MANAGER

REPORTS TO: WORSHIP DIRECTORS

HOURS: FULL-TIME (40 HOURS PER WEEK); MAY INCLUDE SOME EVENING AND WEEKEND HOURS

FLSA OVERTIME STATUS: EXEMPT

MISSION: Employees of Good Shepherd Church support the church's mission statement through our position responsibilities. We each are committed to *Inviting everyone to walk together in the calling of Christ for a life of eternal impact.*

PURPOSE: The Video Resource and Production Manager works with the Worship Team supporting all aspects of physical production of the church's media/video content efforts. This position acts as the main point of contact with all members of the Worship Team and directs all associated production efforts including staging, scheduling, set coordination, call times, etc. This role collaborates with various ministries, developing media story lines and determining mediums and needed resources from inception to delivery. The Manager supports the church in creating relevant evangelism, discipleship, fellowship, service, and worship experiences that engage people to grow their relationship with Jesus Christ.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position's duties and responsibilities include, but are not limited to:

- Implement video and live stream production schedule; create and communicate timelines
- Obtain and schedule resources for production including videographers, tech support, staff, volunteers, vendors, equipment, facilities, operations, etc.
- Participate in project meetings and brainstorming sessions
- Supervise filming and editing of worship services; may shoot video or coordinate videography with staff and volunteers; ensure proper set up of audio, lighting, and other equipment
- Ensure technical and staffing needs are met for livestream events
- Supervise set-up and break down of stage and equipment; oversee equipment maintenance and storage
- Collaborate with other ministry areas in filming and editing needs
- Provide back up on camera, audio, tech, and video editing to accomplish ministry video projects
- Recruit and mentor volunteers to support production efforts and tech needs for live streaming, video production, and editing
- Conduct regularly scheduled training for volunteers, apprentices, and staff to support video tech needs
- Serve as team project lead to videographers, tech support, and campus tech coordinator as requested
- Troubleshoot technical issues as they arise
- Assist in developing project budgets
- Review and receive approval on project final drafts from teams
- Coordinate video vendors and rentals for necessary events
- Oversee the construction and resourcing of a 'Studio Space' to use for filming ministry videos
- Upload final project to appropriate social media and church platforms
- Store and archive recordings on appropriate platforms

KNOWLEDGE, SKILLS, AND ABILITIES: Growing personal relationship with Jesus Christ and passion to share the Gospel; good knowledge of Christian themes and a commitment to the mission and core values of Good Shepherd Lutheran Church; good knowledge of the current practices in audio and video production; strong skill in camera operation and video editing; skill in directing a live-stream event; strong skills in communicating with others; ability to work collaboratively with diverse personalities and work styles; ability to develop and manage production schedules; ability to lead others and coordinate teams.

EDUCATION AND EXPERIENCE: Preferred qualifications include completion of a Bachelor's degree in Video Production or related field, or two years' experience in video production including experience with live streaming hardware and software encoders; experience using PTZ cameras; experience in RTMP/RTSP streams; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may require exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Work involves sitting, walking, or standing most of the time.

WORK ENVIRONMENT: Position is typically indoor and is not substantially exposed to adverse environmental conditions; however, some production may occur outdoor or in creative indoor spaces.

ADDITIONAL REQUIREMENTS INCLUDING CERTIFICATES, LICENSES, REGISTRATIONS: Ability to pass pre-employment background screening and drug testing.