

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Live Video Associate

**Department:** Production

**Recruited By:** Director Of Production

**Reports To:** Director of Production

**Location:** Loop Campus

**Status:** Full Time Exempt

**Proposed Employment Category:** IV

**Summary of Position:** The Live Video Associate is a full-time position responsible for oversight and management of live video production elements including cameras, video equipment, and producing motion graphics content supporting worship services and all church ministries as directed by the Director of Production. The Live Video Associate is a direct connect for live video volunteers, and live video part time employees for worship services, conferences, and events. This position will receive directives from the Director of Production and other leadership and will handle the day-to-day scheduling and assignments of live video events. This position will assist in developing policies, procedures, and teams for maintaining and operating any video systems. At times, this position will include duties as a systems technician, live video producer, administrator, mentor when required, audio tech, and lighting tech. This position reports directly to the Director of Production.

**Purpose:** HFBC Production exists to provide top-quality, above and beyond service to our church community through a partnership with all its ministries; to prepare, maintain, support, and seamlessly integrate the technologies of audio, lighting, video, and graphic presentations, that equip and enhance the outreach and mission of HFBC to the world. We strive to work together, serving often in different capacities simultaneously, to set the stage of opportunity so God's Spirit can interact without distraction or hinderance, so that one more might cross the line of faith and grow in dependence upon the Lord.

**Duties and Responsibilities:** Duties and Responsibilities listed but not limited to:

- Lead the execution of live video for weekend services and special events
- Coordinate with Creative Team/Video Team to ensure that all assets are programmed and ready for services and special events
- Create motion graphics
- Support live events as needed
- Maintain and service live video equipment to ensure a free experience from technological distractions
- Provide leadership, training and consultation to volunteers
- Schedule video crew for live events and weekend services
- Assist in the setting up and running of audio, lighting, and/or video systems for HFBC ministries and special events
- Build volunteer teams
- Provide production support as needed for remote HFBC Campuses

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

**Skills Requirements:** Select all that apply

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills               | <input type="checkbox"/> Math skills                    | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input type="checkbox"/> Windows                       | <input checked="" type="checkbox"/> MAC                 | <input checked="" type="checkbox"/> MS Outlook        |
| <input type="checkbox"/> MS Excel                                 |   |   |
| <input checked="" type="checkbox"/> Other: <u>Adobe Suite</u>     |   |   |
| <input checked="" type="checkbox"/> Administration                | <input checked="" type="checkbox"/> Service to others   | <input checked="" type="checkbox"/> Teacher/Leader    |
| <input checked="" type="checkbox"/> Good Communication skills     | <input checked="" type="checkbox"/> Team builder        | <input checked="" type="checkbox"/> Self-disciplined  |
| <input checked="" type="checkbox"/> Servant leader                | <input checked="" type="checkbox"/> Decision maker      | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail |   |

**Education and/or Experience:** Select all that apply

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> College graduate preferred        | <input checked="" type="checkbox"/> Administrative Experience             | <input checked="" type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |  |

**Organizational Relationships:** Reports to Director of Production

**Working Conditions:** Select all that apply

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> 40 hour work week    | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input checked="" type="checkbox"/> Continuing Education | <input checked="" type="checkbox"/> Specialized training       | <input checked="" type="checkbox"/> Occasional travel                |

**Prepared By:** Director of Production

**Title:** Live Video Associate

**Date Prepared or Revised:** April 5, 2025

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Print Name