



Video Production Associate

Department: Production

Recruited By: Director of Production

Reports To: DOP/ Video Director

Location: The Loop Campus

Status: Full Time Exempt

Proposed Employment Category: IV

Summary of Position: The Video Production Associate is a full-time position responsible for assisting in the oversight of video production elements including filming, editing and producing content that supports Worship Services and Church Ministries as Directed by Director of Production. The Video Production Associate is a connection for part-time Production employees and volunteers for worship services, conferences and events. This position will assist in developing policies, procedures, and teams for maintaining and operating any video systems both live and cinematic. At times, this position will include duties as a systems technician, video director, administrator, and mentor when required. This position reports directly to the Director of Production.

Purpose: HFBC Production exists to provide top-quality 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 hindrance, so that one more might cross the line of faith and grow in dependence upon the Lord.

Duties and Responsibilities:

Duties and Responsibilities as listed but are not limited to:

- To capture, edit and deliver videos, write scripts, create motion graphics, meet deadlines, and support all live events.
- This individual helps the Director of Production with scheduling video shoots, maintaining projects, scheduling video crew for live events, communicating with vendors regarding repair/maintenance/rentals of video gear, assisting in building volunteer teams, and assisting all HFBC ministries in video needs.
- Other duties as assigned by the Director of Production.

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



Skills Requirements: Select all that apply

☒ Language skills ☐ Math Skills ☒ Reasoning ability

PC skills: ☐ Windows ☒ MS Office ☒ MS Outlook ☐ MS Excel

☒ Other: Adobe Suite

☒ Administration ☒ Service to others ☒ Teacher/Leader

☒ Good Communication skills ☒ Team builder ☒ Self-disciplined

☒ Servant leader ☒ Decision maker ☒ Strong work ethic

☒ Empathy for ministry partners ☒ Attention to detail

☐ Other:

Education and/or Experience: Select all that apply

☒ College graduate preferred ☒ Administrative Experience ☒ Personnel Management

☒ Church Staff experience preferred ☐ Other:

Organizational Relationships: Reports to Director of Production

Working Conditions: Select all that apply

☒ 40 hour work week ☒ Additional hours as needed ☒ Occasional off campus activities

☒ Continuing Education ☒ Specialized training ☒ Occasional travel

☐ Other:



Contact:

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