

Job Description – Student Ministry Production Associate PT – (Video Production and Switch)

Standard Work Schedule (refer to policy standard office hours)

- Part – Time hourly position - 20-29 hours
- Sunday mornings and office hours during the week required

Requirements:

- Godly Character – respectable; self-controlled; generous; honorable
- Seeking personal spiritual growth and encourage growth in others
- Strong Creative Skills (i.e., Music, Drama, Art, Video Clips, etc.) to include constant growth in areas of creative and production
- Experience working on a team of audio and technical volunteers to include: recruitment, management, scheduling, training etc.
- Experience with music related hardware and software
- Experience with production hardware and software
- Experience with theatrical stage and lighting
- People coordination, delegation and motivational skills
- Organization and follow up skills
- Strong communication and interpersonal skills
- Use of the following tools to support office administration and communication functions:
 - Microsoft Windows XP and Microsoft Office XP or Macintosh equivalent
 - Internet and Outlook Web Access
 - Appropriate Macintosh based software

Responsibilities:

Student Ministry Video Responsibilities:

- Planning creative content (videos, graphics for events, social media videos and posts, etc.) for Switch, Axis and Crave (scheduling, writing, brainstorming, meetings, etc.)
- Preparation for video creation (gather equipment, setup, lighting, teardown, etc.)
 - Create scheduled videos that include, but are not limited to, event promotions, testimonials, informational videos, and videos for sermon series.
 - Postproduction (editing, implementing tweaks the pastors recommend, etc.)
- Creating and implementing a content creation calendar
- Working on new content weekly
- Managing the Student Ministries YouTube and social media accounts
- Quarterly brainstorming meetings for new content
- Research and create budget for new content creation equipment

Switch Sunday Morning Responsibilities:

- Run Worship practice in the morning
- Managing leaders and students at tech board for both services
- Recording message for service
- Schedule tech volunteers alongside Student Production Specialist

General Responsibilities:

- Equipment and maintenance: video, audio, lights with help of Production Team
- Participate in all student ministry activities to include: campus outreach, mission trips, camp etc.
- Support additional ministries production needs if needed
- Proactively provide positive feedback, ideas or recommendations to the Pastors and other Student Ministry leaders that benefits the organization as a whole consistent with the mission, vision, value and strategies.
- Other duties as assigned