

TIMES SQUARE CHURCH

Video Producer | Job Description

Department: Creative

Direct Oversight: Creative Director

Key Relationships: Creative Director, Art Director, Graphic Designer, Photographer

Qualifications

- Strong follower of Jesus Christ
- Strong camera and lighting skills
- Proficient in Adobe Creative Suite, specifically Premiere Pro, After Effects, Photoshop, and Illustrator
- Strong understanding of current video and lighting trends and best practices.
- Strong storytelling ability
- Exceptional ability to plan and manage people and time efficiently.
- Experience managing multiple project timelines and details while successfully keeping multiple team members on schedule and meeting deadlines
- Ability to persuade and negotiate with others, including conflict resolution skills
- Highly self-motivated with the ability to drive projects to completion

Primary Responsibilities

(Includes, but not limited to the following)

- Create visually compelling stories for our weekend services, special events, and other ministries
- Must be able to concept, script, shoot, edit, and produce films entirely on his or her own (but working with the Video team will often be encouraged)
- Plan and execute all off site video shoots including securing other videographers and volunteers as well as transporting all equipment and setting up and tearing down.
- Conceptualize and create video content from start to finish for weekend services, conferences, social media and other areas as needed.
- Manage the purchase/rentals, storage and handling of all film equipment.
- Establish timeline and milestones for all videos, allowing adequate margin for reviews, edits and feedback prior to delivery.
- Monitor progress, adapting timeline and resourcing team to ensure delivery of project is on time.

- Keep key stakeholders (creative director, creative administrator, ministry leader, etc.) informed throughout the process.
- Be available during non-business hours as needed for last minute request from Creative Director and Senior Pastor.
- Strong story-telling is a major component of this position.
- Must be able to transform a story by directing the talent and create a video that connects with others... (knowing how to make a story that will connect with others and how to direct talent to capture what we are trying to say).

Culture Standards

- Has a positive, fun, and enjoyable attitude
- Enjoys working hard and optimistic about challenges.
- Teachable and open to asking for feedback regularly.
- Focused on the development and discipleship of others.
- Creates a feeling of belonging on the team and fosters open dialogue.
- Responds to emails, texts, and other lines of communication promptly.
- Effectively communicates process, progress, and results.
- Can facilitate effective brainstorming.
- Has a sense of managing the creative process.
- Develops new and unique ideas.
- Has good judgment about which creative ideas will work in the church setting.
- Sets objectives and goals.
- Concentrates his/her efforts on the more important priorities and manages time well.
- Anticipates and adjusts for problems and roadblocks.
- Not fearful of acting with minimal planning.