

Job Profile

The Video/Media Specialist is responsible for creating, planning, developing, shooting, and editing video and photographic productions for marketing and communications materials. The media content is conceptualized by the Video/Media Specialist in collaboration with ministry initiatives and leaders. This Specialist works closely with the ministries to develop ministry-initiated media, which is in alignment with the strategies of the organization. This role is full-time exempt (salaried) reporting to the Communications Director.

Job Responsibilities

Essential Duties:

Responsible for producing video content used by ministries for messaging, marketing, and church-sponsored initiatives. The videos created, developed, and produced would be in alignment with Berean's mission and brand.

Create, lead, and produce videos that encourage the body to be continually transformed by the gospel and new people drawn to experience Berean's teaching.

- Storyboard the video and develop a shot list
- Research locations for shooting video
- Recruit talent needed for the story and develop scripts
- Handle equipment logistics
- Direct video production, including edits

Responsible for recruiting, developing, encouraging, and leading a team of volunteers where appropriate within the ministry.

Other duties:

Ensure the video/media staff and volunteers develop relationships that encourage individuals when sharing their faith stories to illustrate the impact of the gospel in lives within our church, community, and the world.

Maintain video, camera, and computer equipment; train staff and volunteers on proper usage and handling of equipment.

Contribute to ongoing creative arts and communications projects that support ministries.

Participate in weekly team meetings and regular one-on-one checkpoints with the director.

Knowledge, skills, and abilities

Bachelor's degree in film, video, or production.

Two or more years of experience in video/media production

Possess a portfolio of previous work that displays an ability to turn an idea or concept into a visual piece.

Ability to maintain confidentiality and discretion.

Ability to take initiative and work with minimal supervision.

Ability to collaborate well in cross-functional teams and projects across the organization.

Skills in photography and video recording; mastery of coloration, lighting, composition, and perspective.

Proficiency in Adobe Creative Suite and Microsoft Office products, and working knowledge of Final Cut, ProPresenter, or comparable video design tools.

Strong interpersonal skills and ability to work with different personalities and leadership styles.

Good at setting deadlines, manage multiple projects simultaneously and make last-minute changes.

Proven ability to create high quality, culturally relevant video content.

Experience in all aspects of video production to bring projects from concept to completion independently.

Willing to learn new techniques and technologies in production and communications.

Strong team leader with the ability to develop and equip a team of volunteers.

Faith-Based Qualification:

- A personal relationship with Jesus Christ
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church statement of faith

Work Conditions

Environment

Able to set up and take down the production equipment, including but not limited to, cameras, tripods, lights, sandbags, etc.

Able to lift 50+ pounds as necessary for the production equipment

Extensive standing, walking and being behind the camera for extended periods of time

Repetitive keyboard and mouse movements requirements

Local travel may be required

Hours

This position requires occasional evening and weekend working hours to fully support various events and functions. Hours will vary based on schedules for services, special events, retreats, conferences, Faith Family celebrations, Christmas, and Easter.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.