



4200 Cary Street Road | Richmond, Virginia 23221
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Video Producer | Job Description

The Video Producer is responsible for producing high-quality live stream video for the church's weekly 11:00 am Sunday worship service and slide presentations for the weekly 9:30 am Sunday service. This is a part-time, non-exempt position of approximately 6-8 hours per week, including onsite hours on Sunday mornings.

Responsibilities and Duties

The responsibilities of the Video Producer include, but are not limited to:

- Leading the production and camera operation for the weekly 11:00 am worship service live stream to ensure excellence and quality control for the live stream and recording
- Post-production of the weekly worship service video, including uploading and posting to online platforms
- Producing slide presentations for weekly 9:30 am service and live stream slides for weekly 11:00 am service using ProPresenter
- Managing maintenance of Reveille's video production equipment and advising church leadership on equipment and software/application needs
- Attending weekly worship planning meeting
- Training and supervising video production team volunteers as needed
- Supporting the ministries and mission of the church, forming positive relationships with church staff, members, and volunteers
- Other duties as assigned by supervisor

Qualifications and Skills

- Proficiency in video editing and production, including graphic design
- Experience producing live video, including live switching, preferred
- Experience with live music and speaking productions preferred
- Familiarity with audio recording and editing
- Good media management skills and backup procedures
- Familiarity with Vimeo or similar live streaming platform preferred
- Proficiency with ProPresenter or comparable presentation and production application
- Reliability and ability to commit to weekly Sunday morning work schedule
- Strong communication, problem solving, project management, and organizational skills with strong attention to detail
- Willingness to work with staff and volunteers in a supportive, collegial team relationship
- Experience training volunteers and staff preferred

Expected Hours of Work

This is a part-time position of 6-8 hours per week paid at an hourly rate. Onsite presence is required weekly on Sunday morning, approximately 9:30 am-12:30 pm. Additional hours for pre-production duties may be performed remotely or onsite. Attendance at weekly worship meeting, remotely or in person. Additional hours for onsite video recording and live production may be available from time to time.

Accountability

The Video Producer is supervised by the Director of Music and Worship and is subject to the jurisdiction of the Lead Pastor and the Staff-Parish Relations Committee.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to see, talk, hear, stand, walk, reach with arms and hands, climb stairs (the offices of Reville United Methodist Church are located in an historic four-story building without an elevator and video equipment is located in area accessible only by stairs) and balance, and to stoop, kneel, and lift up to 50 pounds to move equipment and materials.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, activities, duties, responsibilities, or working conditions associated with the position.