



MEMORIAL

UNITED METHODIST CHURCH

JOB DESCRIPTION – WORSHIP VIDEO PRODUCER

JOB SUMMARY:

The Worship Video Producer uses audio and video equipment; and computer hardware and software to produce the worship service for presentation on YouTube.

KNOWLEDE REQUIRED:

The Worship Video Producer will need to have a working knowledge of video production equipment and techniques. A working knowledge of Open Broadcasting Software or similar software. A working knowledge of ProPresenter software is required. Should have experience with video editing software and experience with Davinci Resolve is preferred. Will need a working knowledge of or be able to learn additional software designed specifically for video and audio production. Must be able to work with Church Staff and volunteers involved in the worship service.

DUTIES AND RESPONSIBILITIES:

Prior to the start of worship, setup and check all cameras and microphones.

Prior to the start of worship perform sound checks and check camera presets.

Prior to the start of worship review the service bulletin and corresponding presentations on ProPresenter. Must be able to correct and/or insert presentations as required.

Prior to the start of worship, work with participants in the worship service to assure smooth transitions and proper location for audio and video quality.

Produce the worship service for presentation on YouTube, which will include operating cameras; video switching and transition; overlay graphics; and prerecorded material.

Produce the worship service while maintaining the style and tone required by a Church service.

Be prepared to react to unexpected situations during the worship service.

May also be requested to provide video production of special events such as weddings.

Produce DVDs of the worship service or special event.

Work with other Worship Video Producers if more than one is working at the same time.

Be able to edit the video from live events for use in future programs or marketing materials.0

Close down and secure equipment.

This position serves as Worship Video Producer and any question about the priority of duties and responsibilities shall be resolved by Memorial Church's in-house Video Producer.

DEGREE/LEVEL OF SUPERVISION

The Worship Video Producer does not exercise any supervision, but must be able to work with Church Staff, volunteers and other Worship Video Producers.

PERSONAL CONTACTS:

The Worship Video Producer will need to contact the Staff Parish Relations Committee Chairperson when there are any personal concerns.

HOURS OF WORK:

Sunday worship service from 9:00 a.m. to 12:00 Noon.

Special worship services TBD

Special events TBD

RATE OF PAY:

\$ 50.00 per Worship Service or special event.

Memorial Worship Video Prod. J.D.