

## **Position Title: Director of Video Production**

**St. Luke's UMC seeks a Director of Video Production who is passionate about excellence in video content development and storytelling, live production, and growing diverse production teams in a faith-based setting. Full Time, Exempt; Excellent benefits including health insurance, retirement match and generous PTO.**

**Position Description:** In collaboration with Minister of Worship and Arts, the Director of Video Production develops a holistic strategy for live and pre-produced video for all St. Luke's ministry areas. This position develops video staff and volunteers to lead and facilitate video needs for worship, theatre, events, and other experiences, as well as taking the lead on using video media for storytelling in all ministry areas.

**Reports to:** Minister of Worship and Arts

**Supervises:** PT and contract video staff, video volunteers

### **Duties:**

- 1. Oversees the vision, creation, recruitment and work of Contract, part time and Volunteer Lay Teams**
  - Strategize opportunities and build intergenerational and diverse teams for video ministries, both live and pre-produced
  - Coordinate volunteer, contract and part-time staff to serve in worship, Theatre at St. Luke's productions, and other on- and off-campus ministry events (weddings, funerals, etc., as needed) in video-related roles
  - Recruits, trains and manages volunteer teams for live and pre-produced video production, including camera operators, video directors, video editors, etc.
  - In collaboration with Worship and Arts Team, ensure volunteers are connected with leadership opportunities, connections with other ministry areas, and opportunities to serve through continuing education, mission trips, retreats, workshops or other programs
- 2. Video and Technical Production**
  - Develops a holistic strategy for video production, live video production, and visual storytelling for worship, arts, marketing and all St. Luke's ministry areas
    - Coordinates with Artistic Director, Technical Director, Creative Producer and Production Manager on new ideas in worship and theater ministries for technology use and takes initiative to provide multiple creative, cost-effective options for decision making
    - Coordinates with Executive Director of Marketing to develop and facilitate video content for marketing initiatives
    - Provides training, resources and collaboration with ministry directors to produce videos within their ministry areas and develop video teams within each ministry area
    - Work with ministry directors and lay teams for marketing, celebrating stories, and increasing awareness of St. Luke's brand and core values
  - Ensures video-related tech requests and set ups are fulfilled for all worship services, theatre or arts projects, marketing needs, etc.
  - Ensure all slides, graphics, videos, and content for Propresenter are correct and edited for worship service use
    - Develop motion graphics packages for series, marketing initiatives, ministry video projects, etc.

- In coordination with Production Manager, establish and maintain digital asset management procedures and oversee digital asset management volunteer team
- Assists Technical Director with other Audio/Visual tech needs, maintenance and supervision as needed and available

### **Equipment Maintenance and Coordination**

- Assists Technical Director in maintaining and coordinating use of all video equipment including projectors, screens, video equipment, cameras, TV's, etc. including cataloging, inventory and maintenance
- In coordination with Technical Director, addresses technical problems with video and provides cost effective and timely solutions
- In coordination with Technical Director, maintains video production and live video equipment, including repairs and maintaining repair log
- In coordination with Technical Director, manage and maintain software and equipment for live stream and video production

### **Worship and Arts General:**

- Understand, embrace and utilize St. Luke's mission, vision and core values to guide all creative arts and worship
- Ability to articulate and guide volunteers and programming to express annual themes
- Make connections between creative arts and worship experiences to guide participants into deeper discipleship and kingdom work
- Recruitment of volunteer teams and leadership
- Organize and lead core teams to guide all planning and implementation
- Provide spiritual leadership to volunteers, technicians, performers and musicians participating in ministries
- Awareness and concern for staff, volunteer and participant safety
- Embrace and foster virtual volunteerism – objectives that include visioning/growing virtual volunteers
- Utilize Planning Center Online for worship planning, volunteer management and communication. Maintain volunteer database and train volunteers to utilize Planning Center Online as their primary resource for scheduling and determining worship service order
- Utilize Arena database for participant and volunteer tracking and communication
- Other assigned duties at the discretion of the Minister of Worship and Arts

### *Skills Required:*

- Ability to recruit, train, inspire and lead volunteer teams
- Collaborate creatively and technically, and communicate effectively with other directors, volunteers and part time staff
- 3+ years experience in video production and editing, including proficiency with Adobe Premiere and After Effects
- Alignment with St. Luke's Core Values and Mission/Vision, and the ability to invite others into our values/mission

### *Experience preferred but not required:*

- Experience in live audiovisual production or related field
- Proficiency in other Adobe Creative Suite applications, especially Photoshop

- Experience/proficiency with presentation software, specifically ProPresenter
- Experience with Wirecast or similar OBS streaming software

*Physical Requirements:*

- Lift, carry, climb and adjust equipment at heights. Weights generally do not exceed 50 lbs.
- Lift and/or move up to 50 lbs. from standing position bending knees, using arms, shoulders, and upper body. Generally, office and staging of special events, indoors and outdoors.
- Requires the lifting, moving, setting up and breaking down of A/V equipment.
- Bend as necessary for lifting, sitting and/or using computer/computer mouse.
- Bend as necessary for lifting from waist to operate equipment. Operate tools/equipment.

*To apply, send resume to Rev. Melissa Cooper, [mcooper@st.lukes.org](mailto:mcooper@st.lukes.org).*