



FIRST FREE
CHURCH

Media Production Specialist

Job Description

Summary

The Communications Department aims to inform, invite, and inspire. The Media Production Specialist turns ideas and information into engaging videos that ultimately help people of all ages encounter Jesus, find community, and live a life of meaning.

Structure

This is a part-time, hourly (non-exempt) position, of approximately 25 hours per week. The Media Production Specialist is part of the Communications team and reports to the Communications Director.

Responsibilities

- Collaborate with the Communications Director and other ministries to develop media that engages our congregation and community, including but not limited to:
 - Videos (announcement videos, promotional videos, testimonies, social media content, etc)
 - Photos (for promotional use, social media content, special events, etc)
 - Graphics for use in both print and electronic media
- Use current technology and communication methods to carry out the Communications Department's strategic plan.
- Assist in creating social media content and fostering social media engagement.
- Assist with the production of printed materials.
- Create and upload pre-service announcement graphics to be used on TVs around the building as assigned.
- Website maintenance as needed.
- Assist other ministries with project proofing and production as needed.
- May require occasional Sunday morning project work .

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- Good listener, able to understand and respond to the vision and needs of ministries.
- Team player who is able to work well with other stakeholders to achieve joint goals.
- Has excellent communication skills.
- Self-motivated with a desire for excellence and attention to detail.
- Has strategic and creative thinking skills.

Minimum Qualifications

- Associate's Degree in Communications (Preferred)
- 2 + years' experience in videography and photography
- Proficiency in Adobe Creative Suite (especially Photoshop, Premiere, After Effects, and Lightroom)
- Ability to prepare files appropriately and use production printer to produce high quality printed materials
- Able to lift boxes of paper and video/photography equipment
- Set production experience a plus