

**FRIENDS CHURCH
MEDIA PRODUCTION ASSOCIATE
FULL TIME**

JOB PURPOSE

To produce content that supports the weekend services and ministries of Friends Church in various media formats from concept to final product.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Conceptualize and create media that supports and enhances various aspects of the weekend experience at Friends Church.
- Develop pre-production concepts of media projects.
- Plan and carry out video shoots.
- Perform the editing and post-production on all media projects, including importing content, working with a variety of compression formats, basic audio sweetening, and media delivery.
- Create motion graphic based content.
- Manage priorities working on multiple concurrent projects, independently at times and closely within a team.
- Must be available for weekend services and mid-week events, as requested.
- Keep current in all job related fields.
- Work nights, weekends, holidays, and mid-week events as needed.
- Cooperate with the Media Director by performing any other duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A minimum of five years of relevant editing and/or graphics experience.

KNOWLEDGE AND SKILLS

SKILLS: Proficient in MAC software, should have extensive knowledge of professional video production software; including Final Cut Pro, Premiere, After Effects, Photoshop, and audio editing software. Good time management, coordination, active listening skills, and judgment and decision-making skills.

ABILITY: Ability to comprehend oral and written information. Must display inductive reasoning, originality and fluency of ideas.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.