

## VIDEO PRODUCTION APPRENTICE

### Position Description

**Position Title:** Video Production Apprentice  
**Supervisor's Title:** Creative Director  
**Position Status:** Part-time

### General Summary

The Video Production Apprentice at Newbreak is responsible for creating and distributing video for a multi-site church. Video content is created for weekly sermons, teaching series, ministries, pre-service time, coffee breaks, announcements, Life Groups and more.

### Essential Duties and Responsibilities

- General Videos
  - Pre-Production
    - Develop creative concepts for videos and executing them on time and on budget.
    - Collaborate with the staff and volunteers to write scripts for videos based off of verbal input, emails and/or request forms.
    - Assist in crafting storyboards for videos that communicate core messages.
  - Production/Post-Production
    - Review and edit content into a time-efficient piece for broadcast.
    - Create titling and supporting motion graphics.
    - Revise and improve rough edits into final videos based on feedback from leadership.
    - Compress files for distribution.
    - Post to web if necessary.
    - Distribute to campuses via Dropbox.
- Sermon Video
  - Pre-Production
    - Assist in scheduling and training volunteers for production and post-production.
  - Production/Post-Production
    - Collaborate with audio team to edit and transfer sermon audio.
    - Compress files for distribution.
    - Post video to web.
    - Post audio and video podcasts to iTunes.
    - Distribute to video venues via Dropbox.

## **VIDEO PRODUCTION APPRENTICE**

- General
  - Recruit, develop and train volunteers.
  - Act as a catalyst for new initiatives in support of Newbreak's vision.
  - Work as an integral part of the creative team and reflect a positive attitude, be open to new ideas, and continually strive for excellence.
  - Develop innovative ways of using audio, video and new media technologies to enhance the weekend worship experience and the web experience.
- Other related duties as assigned.

## VIDEO PRODUCTION APPRENTICE

### Qualifications

- Education and/or Experience
  - High School Diploma
  - 2+ years related experience and/or training preferred
  - Equivalent combination of education and experience
- Knowledge and Skills
  - Ability to read, analyze and interpret documents such as safety rules and procedure manuals.
  - Ability to write reports and correspondence.
  - Ability to speak effectively before groups of volunteers, church members or staff members of the organization.
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
  - Ability to deal with problems involving several concrete variables in standardized situations.
  - Familiar with a variety of codecs (including, but not limited to: HDV, H.264 and ProRes).
  - Understanding of camera operation and maintenance.
  - Basic story-building skills.
  - Understanding of camera angles and framing.
- Software Competencies
  - Mac OSX
  - Microsoft Office
  - Google Apps
  - Adobe® Photoshop
  - Adobe® Illustrator
  - Apple® iWork (Numbers, Keynote, and Pages)
  - Apple® Final Cut Pro
  - Apple® Motion and/or Adobe® After Effects
  - Apple® Compressor
  - Apple® Soundtrack Pro (is a plus)
  - Avid® ProTools (is a plus)
- Licenses, Registrations, and Certificates
  - Current Driver License

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **VIDEO PRODUCTION APPRENTICE**

### **Spiritual Requirements**

- Regular involvement in Newbreak activities and events.
- Signed acknowledgement of Newbreak's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Newbreak's employee handbook.
- Living out the spiritual principles outlined in the "Commitment to Community" form: participation in a small group; tithing; consistently attending worship services; involvement in outreach; following Christ personally and passionately; sexual purity.

### **Physical Requirements**

- Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

## VIDEO PRODUCTION APPRENTICE

### Employment At-Will

All employees of Newbreak are at-will, as such, are free to resign any time without reason. Newbreak likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Newbreak has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of the Executive Pastor.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Printed Name

\_\_\_\_\_

Date

Position: <b>Video Production Apprentice</b>  Reports to: <b>Creative Director</b>  Position Status: <b>Full-Time, Exempt</b>  Additional Comments:	DEPARTMENT: <b>Creative Arts</b>  EFFECTIVE: <b>Immediately</b>  MINISTRY PASTORAL APPROVAL: _____
---	--