

# Life Changers International Church

## Job Description

Job Title: **Church Production Manager - Editor**

FLSA Status: Exempt

Dept: GDM

Date: March 2018

Reports to: Director of Gregory Dickow Ministries

### Job Summary

The Church Production Manager is responsible for production and post-production of The Power to Change Today, media equipment maintenance and purchasing, media volunteer team management, updating of the PTC Air Schedule with upcoming programming, coordinate with outside vendors for show delivery, coordination of media support for church events. Must be fluent in NLE, Adobe Suite especially Premiere and After Effects, Broadcast Experience not necessary.

### Essential Job Duties

1. Lead editor of television show, Power to Change Today.
2. Oversee Sunday service video production i.e. *camera team, webcast and social media stream execution, and live video link to city campus*
3. Oversee new technology acquisition from research through implementation
4. Coordinate with outside vendors for production support i.e. *Closed captioning and digital delivery of the PTCT television show*
5. Execute and/or oversee execution of media equipment maintenance
6. Update the PTC Air Schedule with upcoming programming and offer information
7. Manage the volunteer media team including schedule creation, team communication, team recruiting, and team training
8. Manage Production of Power to Change Today
  - Produce Power to Change Today and other media programming
  - Manage production schedule located in media office
  - Coordinate routine produced deliverables (CTA and shows) with creative team
  - Coordinate program airtime alongside outside vendor(s) as strategies change
  - Serve on creative team (along with vendor) for Power to Change Today show development

- Ensure editors follow EDL flow and instructions
- Oversee Production Coordinator duties pertaining to GDM
- Manage pre-production process of studio and on/off site productions (i.e. make up, craft services, equipment, set, and crew)
- Manage production process of studio and on/off site
- Manage post-production process of shows, CTA's, promos, and other advertisement with outside vendor(s)
- Manage editors' schedules, deliverables and department goals

#### 8. Building Event Support

- Provide camera support for church events and outreaches *i.e. single camera support and/or b-roll footage of an event*

### **Required Education, Knowledge, Skills and Abilities**

- Must have a saving knowledge of Jesus Christ and have answered His call to commitment of service; must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays
- Requires commitment to operate as a team, respecting the individual demands on others but never placing individual responsibilities above the goal of the team or the success of the church
- Proven leadership skills in planning, supervising and leading others in the vision of the Church
- Proven creative production skills or training on the job
- Strong attention to detail and ability to analyze data
- Strong problem solving abilities
- Ability to remain cool and work efficiently in high pressure situations
- Possess excellent communication skills, verbal, written and listening skills
- Flexibility in hours required to work
- High School Diploma Required, college work preferred
- Minimum 5 years experience in a progressively responsible position demonstrating management skills
- Minimum 5 years editing experience using Premiere Pro, Final Cut Pro, Avid or comparable NLE system
- Minimum 3 years experience with Adobe After Effects and Photoshop
- 3D Studio Max, Cinema 4D experience a plus
- Minimum 5 Years experience directing in a live production environment preferred

### **Weekly Tasks**

#### ➤ **Monday**

- Check Asana for upcoming task due dates and production deliverables and update completed tasks
- Upload service video file to YouTube if I served as service lead on Sunday and email link to team members
- Update the Power to Change Today (PTCT) Air Schedule with new programming and offer materials
- Review Sunday service with team to address any technical or volunteer concerns that may have arisen
- Meet with media team to discuss upcoming activities and develop plan of action for the week and deadlines

- Troubleshoot any technical challenges that may have arisen over the weekend and correct or initiate appropriate process for repair
- Update PTCT air calendar and weekly deliverable checklist with new programming and deadlines
- Carry out equipment maintenance as needed
- Edit PTCT show in my cue - This includes gathering all pertinent assets, creating the CTA, editing the show, getting approvals, exporting the show, and uploading the completed file to our captioning/ delivery vendor
- Coordinate with vendors to ensure upcoming programming is closed captioned, trafficked, and delivered on schedule
- Upload service archive files for review

➤ **Tuesday**

- Check Asana for upcoming task due dates and production deliverables and update completed tasks
- Meet with editing team to discuss progress and any adjustment in post-production schedule
- Edit PTCT show in my cue- This includes gathering all pertinent assets, editing the show, getting approvals, exporting the show, and uploading the completed file to our captioning/ delivery vendor
- Carry out equipment maintenance as needed
- Coordinate with vendors to ensure upcoming programming is closed captioned, trafficked, and delivered on schedule

➤ **Wednesday**

- Check Asana for upcoming task due dates and production deliverables and update completed tasks
- Meet with editing team to discuss progress and any adjustment in post-production schedule
- Midweek check with media team on weekly schedule and deliverables
- Meet with media administrative volunteer to discuss upcoming team volunteer needs and administrative tasks for the department
- Edit PTCT show in my cue- This includes gathering all pertinent assets, editing the show, getting approvals, exporting the show, and uploading the completed file to our captioning/ delivery vendor
- Coordinate with vendors to ensure upcoming programming is closed captioned, trafficked, and delivered on schedule
- Update the Power to Change Today (PTCT) Air Schedule with new programming and offer materials
- Carry out equipment maintenance as needed
- Prepare for Wednesday night service - Deliver proper tape stock and hard drives to master control, power master control up, speak with volunteer coordinator to verify crew confirmations for the service
- Verify all cameras and support equipment are operational
- Meet with crew to go over service flow pre-service
- After service shutdown master control and cameras, deliver burned DVD, take tapes and hard drives back to media office for storage and archiving

➤ **Thursday**

- Check Asana for upcoming task due dates and production deliverables and update completed tasks
- Meet with editing team to discuss progress and any adjustment in post-production schedule

- Update the Power to Change Today (PTCT) Air Schedule with new programming and offer materials
- Edit PTCT show in my cue- This includes gathering all pertinent assets, editing the show, getting approvals, exporting the show, and uploading the completed file to our captioning/ delivery vendor
- Coordinate with vendors to ensure upcoming programming is closed captioned, trafficked, and delivered on schedule

➤ **Friday**

- Check Asana for upcoming task due dates and production deliverables and update completed tasks
- Meet with editing team to discuss progress and any adjustment in post-production schedule
- Update the Power to Change Today (PTCT) Air Schedule with new programming and offer materials
- Edit PTCT show in my cue- This includes gathering all pertinent assets, editing the show, getting approvals, exporting the show, and uploading the completed file to our captioning/ delivery vendor
- Coordinate with vendors to ensure upcoming programming is closed captioned, trafficked, and delivered on schedule
- End of the week check with media team on weekly schedule and deliverables
- Begin Sunday service preparation - Verify all equipment is operating properly, confirm with team that hard drives have been emptied, prepare tape stock for delivery to master control, speak with volunteer coordinator to verify crew confirmations for the service
- Research new and replacement equipment and media ministry practices for implementation
- Studio Tapings (as scheduled) - prepare studio for taping with proper furniture setup or platforms as needed, verify equipment is operational and setup in the proper location, set lighting for appropriate scenario, test equipment prior to taping, verify all necessary product elements are present for taping.
- Operate camera(s) during taping
- Reset the studio after taping
- Complete equipment and service requisitions for submission

➤ **Sunday**

- Ensure all camera equipment and master control is on and operational and ready for the crew
- Set up social media feeds for webcast
- Meet with crew to review service flow
- Serve as video director during service
- Execute and monitor webcast on social media outlets
- Troubleshoot and correct any challenges that may arise during service
- After service shutdown master control and cameras
- Start file transfer back to Hoffman (City Campus)

➤ **Miscellaneous Tasks**

- Work with various team members to implement new technology, vendors, or processes ex. New webcast service provider and hardware implementation for Hoffman Estates and Chicago
- Cover A/V needs for Valeo Academy, and any other special events

- Cover A/V needs for Special Events ex. New Members, Summer Grace, Men's Breakfast etc.
- Work on any assigned announcements, promotional videos, or special projects
- Work with facilities to maintain sanctuary television lighting ie. Changing bulbs, aiming lights
- Equipment maintenance monthly checks on decks, projectors, lighting, master control equipment
- Maintain tape stock supply and place monthly order
- Place orders for new and replacement equipment as needed
- Conduct a bi-weekly media team volunteer training on Saturdays
- Create and distribute volunteer schedule by the 15<sup>th</sup> of the month