



JOB DESCRIPTION



INFORMATION

Job Title:	Video Production & Editing Assistant	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt, part-time
Department:	Spanish Programs	W/C Classification	8810 – Clerical
Reports To:	Programs Coordinator	Compensation	\$20.00 – \$22.00/hour

SUMMARY

Advance the mission and vision of TMUS by assisting in the production and editing of videos and visual projects. Contribute to the pre-production, production, and post-production of Seminary-wide video content to align with Seminary marketing and communication goals.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide consistent support to the video creation process, including pre-production and planning, shooting and production, as well as post-production and delivery.
- Assist with the recording and editing of TMS projects.
- Assist in producing, sourcing, editing, and publishing engaging digital content that inspires our audiences.
- Operate and manage photo and video equipment and organize digital assets.
- Offload and ingest video footage and create assembly edits for relevant projects.
- Help create content used on social media accounts.
- Work closely with the video production team in the development of specialized marketing projects; ensure marketing projects align with Seminary-wide marketing goals, policies, and guidelines.
- Assist in production of digital materials including photo and video, for series, faculty updates, etc.
- May collaborate with student employees, interns, and/or volunteers performing related work.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal Spanish & English communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.
- Basic photo, video, audio and lighting equipment operation skills.

- Ability to develop, direct, manage and evaluate strategic content creation plans, programs, and activities applicable to a Seminary.
- Skill in carrying out clear operations and procedures, maintain a steady workflow, and offering new strategies and procedures.
- A strong desire to learn and develop expertise in the areas of video production and editing.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree.
- Experience with Adobe Creative Suite including, Photoshop, Lightroom and Premiere.
- Proficient in DaVinci Resolve color grading, color correction, visual effects, and audio post-production video editing application.
- Proficient in the use of video, photo, lighting equipment.
- Proficient in Microsoft Office Suite or similar software.

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.
- Some travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.