

**BROADMOOR BAPTIST CHURCH**  
**CREATIVE VIDEO PRODUCTION COORDINATOR**

***Job Description***

**Ministry Area:** Worship Arts

**FLSA Status:** Exempt / Full Time

**Reports to:** Media & Communications Pastor

**SUMMARY**

The role of the Creative Video Production Coordinator primarily develops and produces video content to assist in furthering the Gospel and the mission of Broadmoor Baptist Church. Other responsibilities include training and developing video production staff, contractors, and volunteer teams.

**DUTIES/RESPONSIBILITIES**

**PRIMARY**

- Create compelling stories through the medium of video and deliver on time.
- Conceptualize and develop content for use in worship services, online, and social media. This may include testimonials, sermon bumpers, sermon recaps, promotional videos, and the like.
- Mastery in shooting video in both studio and field, as well as editing, is a must.
- Advanced understanding of proper lighting and audio for video is beneficial for this role.
- Actively participating on a team of communication and production leaders to articulate the vision and mission of Broadmoor Baptist Church.

**SECONDARY**

- Develop and oversee the creation of motion graphic content for use on Broadmoor's communication channels.
- Training, developing, and coordinating volunteers in video creation roles to serve the church.
- Writing scripts and storyboarding concepts.
- Developing and executing a budget for video projects.
- Performs other related duties as assigned.

**REQUIRED SKILLS/ABILITIES**

- Be a mature and growing Christ-follower
- Visually creative with good problem-solving skills to ensure lighting positions, sound enhancement, and proper recording equipment are in place to capture the best images in various locations.
- Expertise in editing images to remove poor or extraneous footage, add effects such as graphics or transitions, and create a professional video product.
- Skilled in learning, operating, and maintaining equipment including cameras, editing console, time base correctors, audio board, and video switcher.
- Proficient with Microsoft Office Suite
- Relational skills to equip and lead team members.

### **EDUCATION & EXPERIENCE**

- Bachelor's degree from accredited universities preferred or commensurate experience.
- Proven success in similar roles.
- Experience in managing a video production team in a mid to large church with diverse ministries and diverse media and technological needs.

### **SPECIAL CONSIDERATIONS**

- This position requires flexibility in schedule, including nights and weekends.
- This position is classified as a Sunday Employee as defined in Broadmoor's Personnel Policy.
- An active member of Broadmoor Baptist Church preferred.