



# Video Producer

JOB DESCRIPTION

## EDUCATION/TRAINING:

Education and/or training in video post-production.

## EXPERIENCE:

- > Video production
- > Computer knowledge
- > Experience in overseas ministry
- > Graphic design an asset
- > Website maintenance an asset
- > Proofreading an asset

## SCOPE:

To assist the Executive Director / Director of Communications in:

- > Producing videos for the promotion and marketing of HFL
- > Producing reporting and motivational videos for projects, short-term teams, and fundraising events
- > Managing video resources and tools

## ADDITIONAL RESPONSIBILITIES:

- > Assist in general ministry tasks as required
- > Prepared to lead 1 – 2 international teams per year based on need

## SKILLS REQUIRED:

- > Exceptional creativity
- > Computer skills:
  - Final Cut Studio or equivalent
  - Adobe Photoshop
  - MS Office
- > Communication skills
- > Self initiator
- > Knack for pairing music with imagery
- > Detail oriented

## ACCOUNTABLE TO:

Executive Director / Director of Communications

## STAFF CATEGORY:

Full Time Supported