

## ***Job Description***

### **Video/Media Producer**

**Accountable to: Internet Committee**

**Responsibilities:**

- 1) Produces weekly broadcast of church service for the Internet audience.
- 2) Produces other video/media as requested by the Internet Committee.
- 3) Produces a DVD (or other media) back up of all productions.
- 4) Ensures all Internet productions are available to the church tape and CD library in a timely fashion as set out in the Policies and Procedures.
- 5) Is responsible for, and ensures that, all necessary equipment is in operating order and is kept current.
- 6) Works with the Internet Committee to provide a budget estimate for necessary upgrades to hardware, software and production costs.
- 7) Liaises with Audio/Visual department to insure audio feed and lighting is adequate for production purposes.
- 8) Ensures archived video is properly available on the website immediately after the live broadcast.
- 9) Develops and coordinates a schedule for staffing.
- 10) Implements the directives of the Internet Committee.