



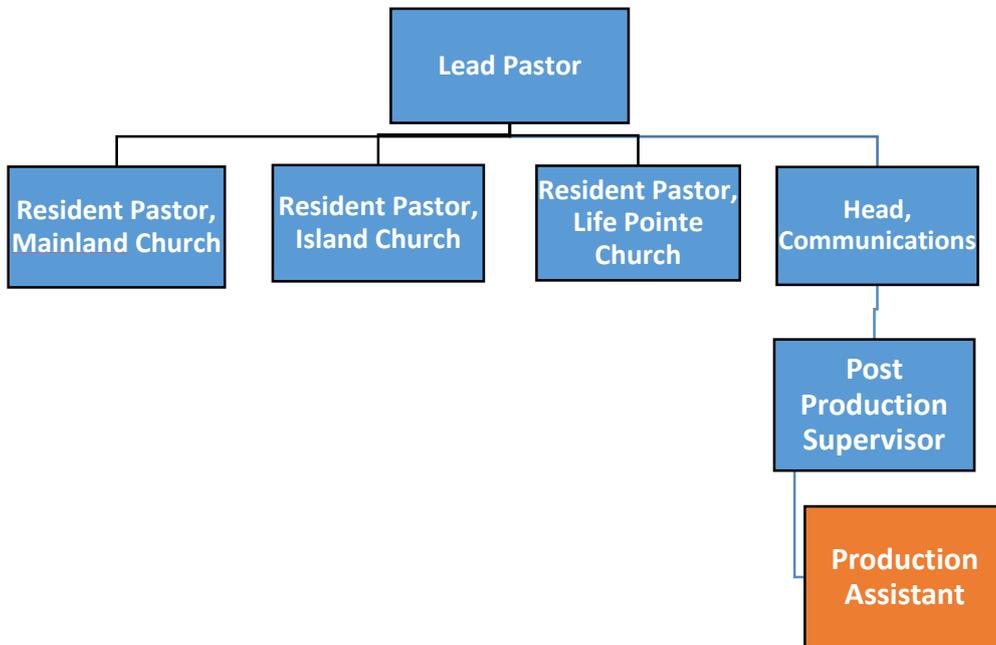
**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Production Assistant</b>	<b>Department/Group:</b>	Communication
<b>Reporting To:</b>	Post-Production Supervisor	<b>Position Type:</b>	Full Time

**1. Job Objective**

The Production Assistant is responsible for aspects of TEC's production such as videography, photography, and post production.

**2. Organization Chart**



**3. Key Deliverables**

Expected End Results ("WHAT") Key Result Areas	Supporting Activities ("HOW")
<b>Videography</b>	<ul style="list-style-type: none"> <li>• Shoot video production footage and B-roll</li> <li>• Assist in creating motion graphics and graphical elements for video content, sermon intros, promos, announcements, bumpers, as well as for live broadcast applications.</li> </ul>



<b>Photography</b>	<ul style="list-style-type: none"> <li>• Manage picture coverage during events and services</li> <li>• Edit raw pictures</li> <li>• Provide pictures to relevant teams as needed</li> </ul>
<b>Broadcast Production</b>	<ul style="list-style-type: none"> <li>• Transfer, Edit, Render, and encode all Elevation Church services and content as well as any program as directed or required, then make digital copy of video available or post to Elevation web site weekly, audio/video podcast, and other mobile content versions as required.</li> <li>• Prepare broadcasts in required formats for all platforms including TV stations, online platforms, websites etc.</li> </ul>
<b>Editing &amp; Post-Production</b>	<ul style="list-style-type: none"> <li>• Assembling all raw footage, with camera shots either recorded or transferred onto video tape in preparation for inputting into the computer</li> <li>• Upload videos on various websites for approval and distribution</li> <li>• Inputting uncut rushes and sound, and synchronizing and storing them into files on the computer</li> </ul>
<b>Library &amp; Equipment Management</b>	<ul style="list-style-type: none"> <li>• Monitor/maintain photographs, video recording &amp; playback systems including the cameras, tripods, distributors, scalars, projectors, lights, etc.</li> <li>• Manage data archives and insure that all raw footage and edited material is being stored properly –with adequate redundancy.</li> <li>• Transcode Footage</li> <li>• Organize Project Folders</li> <li>• Archive Completed Projects</li> <li>• Properly care for and maintain edit platform and update software regularly to insure optimum speed and reliability.</li> </ul>
<b>Volunteer Unit Support</b>	<ul style="list-style-type: none"> <li>• Trouble shoot and repair media equipment during service</li> <li>• Be available in the multimedia booth during services for media related needs</li> </ul>

#### 4. Skills & Knowledge

<b>Knowledge ,Skills and Behavior required to succeed in Role</b>	
Educational Qualifications & Relevant Experience (Type of experience and minimum number of years)	<ul style="list-style-type: none"> <li>• A minimum of a first degree in any course</li> <li>• A verifiable video production/photography certification</li> <li>• 4-5 years relevant experience in production</li> </ul>
Functional / Technical Skills	<ul style="list-style-type: none"> <li>• Expert use of applications such as Adobe Premiere Pro, Final Cut Pro, Adobe After-Effect, Media Composer, Adobe Photoshop etc.</li> <li>• Expert knowledge of video and still camera production</li> </ul>



	<ul style="list-style-type: none"><li>• Competence in utilizing sound equipment</li><li>• Expert knowledge and management of lighting</li><li>• Working knowledge of graphics design</li></ul>
Attitude and Behavioral Traits	<ul style="list-style-type: none"><li>• Team Orientation</li><li>• Eye for design</li><li>• Creative thinking</li><li>• Effective Communication</li><li>• Interpersonal Skills</li><li>• Time Management and Organization</li><li>• Multitasking</li><li>• Ability to thrive in a high pressure environment</li><li>•</li></ul>