

VIDEO PRODUCER JOB DESCRIPTION

POSITION SUMMARY

Video Producer

The Video Producer leads the Director and the entire Video Team on Sundays and at Fuse. This position is responsible for making sure that everything related to the execution of video happens with excellence.

RESPONSIBILITIES

The Video Producer:

1. Meets with the Video Coordinator and the Director during the week to work through and know all aspects of the service.
2. Is responsible for communicating all details of the service to the Director and the volunteer team that is serving.
3. Makes sure all volunteers are checked-in and makes decisions on shifting people to different positions if necessary. They are responsible for making sure each position is manned with a competent volunteer that can execute that position with excellence.
4. Makes sure all volunteers are at their position before the counter drops and at all times when positions need to be manned.
5. Is proactive in putting out potential fires and crisis before they happen, having a general awareness, seeing issues that come up before they become problems.
6. Helps create an enjoyable environment for all volunteers. Is upbeat, energetic, and encouraging, setting the atmosphere in which volunteers serve.
7. Should consistently look for ways to "coach up" volunteers. If there is a problem with a position, it is the Video Producer's responsibility to have conversations to coach up areas of improvement.
8. Leads the Video Production Team Meeting to walk through details of the service.
9. Takes detailed notes during Run-Through of things that need to be improved on.
10. Attends the Post Run-Through Eval Meeting with the Staff Team after Run-Through. Is responsible for making sure all changes and improvements are implemented.