



Job Description

Title:	Production Services Specialist
Qualifications:	Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Knowledge and experience with prosumer and professional cameras and audio equipment. Familiarity with lighting and grip equipment and teleprompter software. Proven editing ability. Proficient with Adobe Creative Cloud software (particularly Premiere Pro, Media Encoder, and Photoshop). Experience with the following, helpful but not required: After Effects, Davinci Resolve, Magic Bullet, DVD Studio Pro, Apple Motion, and CatDV.
Education:	Bachelor's Degree or higher, 1.5 years of professional production experience (video production, editing, photography, or related)
Status:	Full-time, Exempt
Reports to:	Senior Manager, Visual Media Services
Salary:	Commensurate with Experience

Duties and Responsibilities:

1. Video Editor
 - Proven ability to edit a variety of projects, including:
 - Short documentary and story-based videos
 - Interview, lecture, talking-head style videos
 - Effectively pair b-roll with interview to create emotionally compelling content
 - Short promo and social media videos
 - Some experience with graphics, simple animation, color correcting, and grading, sound mixing
 - Able to ingest and house code media, to keep project and media well organized
2. Camera Operation & Production Support
 - Video camera operation
 - Location and studio audio recording
 - Lighting, teleprompter, and other production support as required
 - Assist with live stream production, including operating live switcher, monitoring and mixing audio
3. Still Photography (*Helpful but not required*)
 - Studio, event, and ministry outreach photography
4. Video Archive & Media Management Support
 - Upload and deliver media through online platforms (Office365, YouTube, Vimeo, etc.)
 - Media Management – naming and organizing media on in-house server

- Catalogue media using CatDV (training provided)
- Prepare media for archive to LTO tape
- *Requires process-oriented attention to detail*

5. Some Administrative Support

- Assist with tracking video requests and deliverables
- Updated department Production Status Report
- Additional responsibilities as needed

Ministry Life:

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY:

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

Please submit a resume with cover letter to
employment@joniandfriends.org.

In your cover letter, please include how you learned of this job posting.

No phone calls, please.