



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Video Production & Editing Assistant</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Communication	W/C Classification	8810 – Clerical
Reports To:	Chief Enrollment and Marketing Officer	Effective Date	4/21/2021

SUMMARY

Advance the mission and vision of TMUS by assisting in the production and editing of videos and visual projects. Contribute to the pre-production, production, and post-production of University-wide video content to align with University marketing and communication goals.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide consistent support to the video creation process, including pre-production and planning, shooting and production, as well as post-production and delivery.
- Manage the TMU Podcast Studio, along with the scheduling, recording, and editing of podcast episodes.
- Assist in producing, sourcing, editing, and publishing engaging digital content that inspires our audiences.
- Operate and manage photo and video equipment and organize digital assets.
- Offload and ingest video footage and create assembly edits for relevant projects.
- Help create content used on social media accounts.
- Work closely with the director of video production in the development of specialized marketing projects; ensure marketing projects align with University-wide marketing goals, policies, and guidelines.
- Assist in production of digital materials including photo and video, for student focus series, presidential updates, etc.
- Provide video and photo support for promotional University-wide special events such as WOW, outreach and community events, music concerts, athletic events, etc.
- May collaborate with student employees, interns, and/or volunteers performing related work.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative environment and to work in a collegial fashion with peers in other organizational units.
- Exercise confidentiality, good judgment and discernment.
- Basic photo, video, audio and lighting equipment operation skills.

- Ability to develop, direct, manage and evaluate strategic content creation plans, programs, and activities applicable to a University.
- Skill in carrying out clear operations and procedures, maintain a steady workflow, and offering new strategies and procedures.
- A strong desire to learn and develop expertise in the areas of video production and editing.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in an audio-visual production role.
- Experience with Adobe Creative Suite including, Photoshop, Lightroom and Premiere.
- Proficient in the use of video, photo, lighting equipment.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.
- Extensive travel with some overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.