



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Post Production Coordinator</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt, full-time
Department:	Events & Production	W/C Classification	8810 – Clerical
Reports To:	Associate Production Manager - Video	Compensation	\$23.00 - \$25.00/hour

SUMMARY

Advance the mission and vision of TMUS by overseeing all aspects of post production for the Video Team. Ensure the timely execution and delivery of video projects through providing postproduction and project management support of all projects overseen by the department. Coordinate as needed with other departments on campus as needed to facilitate production goals.

ESSENTIAL JOB FUNCTIONS

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

- Assist the Video Production Manager in the creation, execution, and delivery of all video projects.
- Give leadership to the postproduction team and provide scheduling, communication, and project management for the portfolio of video projects managed by the department.
- Oversee and manage the department NAS, postproduction machines, archive, etc.
- Other 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.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- 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.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the administrative work of the student post production team.
- Support in training employees, verify timecards, and monitor project budgets.
- Address performance concerns, including discipline and termination, in accordance with TMUS policies.
- Maintain current job descriptions and complete employee evaluations.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least 1-2 years' experience in a video production role.
- Comfort with FinalDraft, StudioBinder, Davinci Resolve, Adobe Suite, and all manner of cameras, lighting and other video production gear is required.
- Adaptability and flexibility with new software and gear as needed.

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 position. Reasonable accommodations may be made to enable individuals with disabilities.

- Regularly required to communicate effectively, including the ability to speak and hear clearly.
- Frequently required to sit, stand, and walk; use hands to handle or operate standard office equipment; and reach with hands and arms.
- Required to maintain visual acuity, apply critical thinking and problem-solving skills, and interact effectively with others throughout the workday.
- Must be able to occasionally lift and/or move office equipment or supplies weighing up to 30 pounds.

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.