



Video & Content Production Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Video & Content Production Coordinator

FLSA STATUS: Non-Exempt

DEPARTMENT: Production

TIME REQUIREMENTS: Full Time

REPORTS TO: Video Production Director

CLASSIFICATION: Non-Ministerial Role

VISION STATEMENT: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for providing video systems support for primary ministry events, working alongside the Auditorium Team and the Engineering/Projects Team. Responsibilities include auditorium video systems maintenance, volunteer coordination, live video content execution for primary ministry events, and assisting with production and video systems projects as assigned by the Video Production Director. This role takes ownership of all content displayed on auditorium screens. From receiving and loading designer assets to collaborating with the creative/communications team and building ProPresenter files to support any speaker or event.

SPIRITUAL GIFTS: Leadership, Creativity, Serving, Administration

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Proactive attention to detail while not losing sight of the big picture
- Passion for providing technical support for the weekends, The Porch, and other special events
- An eye for visual aesthetics and design sensibility
- Approaches troubleshooting with excitement rather than frustration
- Dependable, friendly, professional, neat, flexible, and open to feedback
- Consistent self-leadership in the area of the spiritual disciplines
- Live production experience required; ProPresenter and Photoshop experience required
- Knowledge of broadcast cameras, routers, switchers, scalers and other equipment preferred
 - Specific systems and software: Ross, Blackmagic, Hitachi, Renewed Vision, Adobe, etc.

POSITION RESPONSIBILITIES:

- Actively serving on Tuesday evenings at the Porch, Sunday services, and other Special Events
- Collaborate with the creative/communications team on seasonal or series-specific content
- Responsible for all graphics and content that display on our auditorium screens in accordance with brand standards
- Create ProPresenter content to support any auditorium speaker or event
- Maintain assigned production resources in the Auditorium and Video Control
- Organize, perform maintenance, and repair or replace equipment as needed
- Develop, shepherd, and coordinate volunteer teams
- Collaborate on production projects and events as assigned by the Video Production Director
- Assist with production and video systems projects, maintenance, and execution
- General Watermark staff required activities (expense reporting, meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)