



MEDIA PRODUCTION ASSOCIATE

OBJECTIVE: To advance the mission and vision of Valley Church, Valley Community Center and supporting ministries through work in media, video and photography in support of the Marketing and Communications Team.

EMPLOYMENT STANDARDS:

Education: Degree in Communications, Media, Marketing, or related field preferred

Experience: 3+ years working in Communications or related field preferred

COMPENSATION/STATUS: Full-time, 45- 50 hours per week, annual salary (commensurate with experience) Exempt status. Benefits include group health insurance, paid vacations, etc. Refer to Personnel Policies for details.

ROLE: The Media Production Associate position IS ...

- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.
- **Storyteller:** Passionate about sharing good news, through testimonies and promotional videos, with an ability to make talent comfortable, and gifted at conveying moving story lines from pre-production through post-production.
Creative Visionary: An innovator gifted at generating and executing fresh and creative concepts in collaboration with a team, as well as individually when needed.
- **Adaptable:** Able to assist the Marketing and Communications team in a variety of areas including web, videography, photography, graphic design, print media, social media, promotion of ministries and events, and others as needed.
- **Creative:** Able to understand the goal of each project and tell a story through video, photos, and graphics.
- **Organized and Efficient:** Able to work on multiple projects across ministries simultaneously.
- **Eager Learner:** Constantly growing and developing in new skills and technology. Not afraid to try new things. Can take direction and feedback well.
- **Volunteer Developer:** Responsible for recruiting, developing, and impactfully connecting communications volunteers to create social content and moderate online platforms.

NOT: The Media Production Associate position is NOT ...

- **Every Team's Assistant:** Projects and workload come directly from the Marketing and Communications Department Director.
- **Sensitive to Design Critiques:** Able to adapt and change designs to better achieve the overall project goals while not taking design tweaks personally

PERSONALLY: The Media Production Associate is ...

- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Highly Relational:** Loves, enjoys and excels at relating to individuals within the church as well as unchurched members of the community.



- **Innovator:** Excited and prepared to try new things. Not afraid to fail in order to learn.
- **Time manager:** Does not require external systems to prioritize; is intrinsically motivated.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace.

JOB: The Media Production Associate is responsible for ...

- Providing videography and photography, post-production (editing, animation, music bed, stock needs, archiving, and file-sharing) and social media assistance to Marketing and Communications team members as needed.
- Maintain a vibrant storytelling environment where vision stories and ministry initiatives are regularly celebrated.
- Provide assistance in developing and implementing social media strategy through basic content creation.
- Create and edit video and photo content for weekend messages, weekly announcements, ministry initiatives and vision story sharing.
- Maintaining organized individual and team-wide projects using project management tools.
- Maintaining an open line of communication with ministry leaders.

RELATIONSHIPS of the Media Production Associate include ...

Reports to	Marketing and Communications Department Director
Works closely with	Marketing and Communication Department, Worship Department, Ministry Leaders, Volunteers, and Attenders
Leads	Media Intern and Volunteers
Supports	Marketing and Communications Department and Ministry Department leaders

SUCCESS of the Media Production Associate is defined by ...

- **Positive team environment:** There is joy, enthusiasm, peace, and hope in environments he or she leads and serves.
- **Creative thinking:** Has a desire to bring new ideas and techniques to the communication media processes. Seeks to improve processes and skills through research and development.
- **Operational ease:** Assigned tasks and projects are finished in a timely and excellent manner while cultivating an enjoyable atmosphere. Able to work independently and with a team