



Summary

Job Title
Multimedia Specialist

Department
Media

The Multimedia Specialist must have working experience and understanding of how to prepare, plan, and operate multimedia methods for Live Streaming, Filmography, Photography, and Video Editing. This position will also coordinate closely with the Media Manger in the execution of his or her duties.

Reports To: Media Suite Manger

WORK SCHEDULE/REMOTE WORK

Must be able to work flexible work hours INHOUSE/REMOTE and WEEKENDS.

Tuesday-Friday

Sundays

Key Responsibilities

RESULTS

Digital Media	50%
<ul style="list-style-type: none"> (1) Photography- Capture pictures of service + special events and post to various platforms (2) Filmography- Capture video of services+ special events and post to various platforms (3) Assists Camera operators for recordings (4) Assist/Capture video for special events 	
Sound and Video Editing	40%
<ul style="list-style-type: none"> (1) Edits messages, event promos and other special clips for the ministry (2) Reviews sermon footage for media editing (3) Assist with Online Streaming quality 	
Equipment Maintenance	10%
<ul style="list-style-type: none"> (1) Notifies supervisors when major equipment repairs are needed (2) Troubleshoots equipment issues, diagnoses and resolves media system problems 	

Total **100%**

CORE VALUES

Quality/Quantity of Work	20%
Demonstrates accuracy and attention to details	
Completes assignments on-time and in alignment with specifications/directions	
Job Knowledge	20%
Displays a high degree of expertise in their areas of job responsibility	
Demonstrates a desire to learn and apply new knowledge to their job	
Seeks out and uses new technology to improve the effectiveness of their work	
Attitude	20%
Models professionalism and contributes to a positive, productive working environment	
Accepts feedback from others and uses that feedback to improve their performance	
Demonstrates composure in stressful situations	
Attendance and Punctuality	20%
Is available when needed to Assist with non-routine Assignments	
Shows up to work on time and maintains regular attendance	
Organizational Buy In	20%
Displays a strong commitment to helping grow and achieve the vision of our ministry	
Displays leadership qualities when presented the opportunity to lead	
Working toward meeting assigned departmental goals	
Total	100%

Requirements

ESSENTIAL JOB FUNCTIONS

- Conducts, directs, trains and evaluates assigned staff/volunteers in the area of photography, and Filmography.
- Video Editing in all capacities.

MINIMUM QUALIFICATIONS

- College Degree or Higher in Media, Communication, or Related Field. Technical experience in photography, filmography, video editing.

KNOWLEDGE, SKILLS, AND ABILITIES

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Engineering and Technology — Knowledge of applying principles, techniques, procedures, and equipment to the design and production for live streaming and on-demand.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

PHYSICAL DEMANDS ---The employee occasionally lifts or moves objects of a light to medium weight. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings.

SALARY/BENEFITS Salary is commensurate with education and work experience. Benefits include 12 ministry holidays, personal, annual and sick leave, 100% health insurance coverage, short/long term disability and 401(K) option.

TERMS OF EMPLOYMENT EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION, FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. CONTINUED EDUCATION CLASSES WILL NEED TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF OVERCOMING BY FAITH.

Workplace Code of Conduct

You share the responsibility of promoting and maintaining our image both as a member and an employee of OBFM. Our success as a ministry depends in part upon the image we project to persons who have not had the opportunity to hear or see the Word of God being taught and put into practice. We will continue to attract people to Jesus Christ only if our manner of living reflects a godly life. There are certain rules that apply both on and off the job site.

EMPLOYMENT AT OBF REQUIRES THE UNDERSTANDING THAT ALL STAFF MEMBERS ARE EXPECTED TO LIVE AND WORK IN A MANNER IN ACCORDANCE TO THE BIBLE, AND OBF'S STATEMENT OF FAITH, CONSTITUTION, BYLAWS, AND WRITTEN DOCTRINES.

Violations to these rules may lead to disciplinary actions and or termination from your position.