

Dare 2 Share Ministries

Job Description: Media Production Assistant

DIVISION/DEPARTMENT: Marketing

REPORTS TO: Marketing Manager

LOCATION: Denver (Wheat Ridge)

TYPE OF POSITION: Full-time Part-time Volunteer Contract Occasional/Seasonal

HOURS OF WORK: 15 hours a week, in office

PAY RANGE: 18.00-20.00 per hour (DOE)

TRAVEL: Some local travel for events

INTRODUCTORY PERIOD: 90 Days

POSITION SUMMARY

The Media Production Assistant will be responsible for video editing with an emphasis on social media content, pre-production work in our studio space, production work including camera, audio, and grip, and event filming assistance with b-roll and interview capture. The ideal candidate has a genuine interest and curiosity for video production and is available for at least 15 hours a week, with extended time during events.

TYPICAL DUTIES AND RESPONSIBILITIES:

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be exhaustive

Video editing - (60%)

- Creating 15-60 second vertical video content for Instagram reels, Facebook and YouTube shorts. Videos will be created using existing footage from speaking events, trainings, or other D2S videos. Videos could also be a combination of audio or written testimonies and graphics.
- Creating event highlight or promotional videos from event footage, adding music beds and graphics as needed.
- Editing footage from a podcast, webinar to produce the final version with multiple camera angles and graphics.

Assistance with lighting and camera setups - (10%)

- Moving or rearranging sets and placing lighting equipment at the direction of the Video & Multi-Media Specialist

Camera operation during shoots - (15%)

- Assist with video capture during Dare 2 Share events like Lead THE Cause (a weeklong event for high school students and their leaders hosted at CCU in Lakewood, CO). May include capturing b-roll footage of event participants or operating a camera during an interview with an attendee, speaker or staff.

Dare 2 Share Ministries

Job Description: Media Production Assistant

Training for podcast and webinar producing - (15%)

- Working with the Video & Multi-Media Specialist to learn the process and equipment operation for podcast and webinar shoots.

COMPETENCIES PREFERRED/REQUIRED:

- Experience with professional filming cameras and equipment
- Experience with video editing software, such as Davinci Resolve or Premiere Pro
- Adobe Creative Suite

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- # of reels edited and sent to Marketing Coordinator per week
- Editing projects completed in a timely manner, meeting the quality and direction given by the Video & Multi-Media Specialist
- Capable of managing 100% of prep, setup, production, and post-production for a shoot or livestream within 3-6 months.

The applicant chosen for this position must fully concur with the Dare 2 Share Ministries (D2S) "Statement of Faith", must fully support the expressed purpose of D2S, must be prepared to exercise and model the core values expressed by the ministry, and must agree to abide in all respects with the D2S code of conduct for event participation.