



MINISTRY DESCRIPTION

Title: Senior Producer
Department: Communications
Reports to: Communications Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Senior Producer supports the ministry of Convoy of Hope by leading the video team and overseeing all video production. They will also be responsible for creating and executing cinematic content.

Essential Duties and Responsibilities:

1. Serves and supports all teams (in-house clients) at Convoy of Hope by producing video projects as directed by the Communications Director. This includes, pre-production, shooting, writing, editing, duplication, creation of graphics and motion graphics creation, integrating strategies (e.g. development, communications) into videos, and distributing the videos.
2. Collaborates with clients, production staff and the Communications team on a variety of video products for broadcasting, distribution, webcasting and video streaming.
3. Oversees the video team and freelancers.
4. Travels domestically and internationally to capture breadth of Convoy of Hope's work. This includes: making assignments, shooting b-roll, setting up interviews with staff and those helped by the organization. In times of disaster, the Senior Producer may be required to travel to disaster zones to capture footage and interviews.
5. Oversees the scheduling and the progress of all video projects. This would include meeting mutually agreed upon deadlines, implementing quality control and brand continuity.
6. Attends regular meetings with Communications Director and Chief Communications Officer to review and report on the ongoing schedule of productions.
7. Works with all members of the Communications and Marketing Team on other media projects as needed. This could include audio graphics projects, public service announcements, commercials, advertisements, website development and more.
8. Oversees the maintenance and repair of all video and photo equipment.
9. Other projects as assigned by the Communications Director.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree or equivalent experience required.
2. 10+ years experience working in video production with an emphasis on experience in shooting and editing, preferably with decision-making responsibilities.
3. Advanced knowledge of computer editing software such as Premier, After Effects, and other state-of-the-art post-production software.
4. Thorough understanding of video production and shoots (in studio or on location), including lighting and sound, while ensuring creative and technical requirements are met and following safety guidelines.
5. Manage post-production tasks: reviewing footage, making editorial decisions, rough cuts, audio adjustments, color correction and final editing.
6. Facilitate communication across all project phases and proactively alert management of changes.

7. Fulfill various delivery and distribution requests in a variety of formats.
8. Report weekly to Communications Director on project status, concerns, issues, challenges and ways to provide solutions.
9. Proven history that encompasses industry best practices.
10. Strong analytical abilities in a media production environment – the ability to analyze the needs of Convoy’s various departments and collaboratively work to determine solutions for their media needs.
11. Ability to shoot, produce, direct, and edit video projects with excellence.
12. The ability to lead others by example, displaying a strong work ethic and commitment to the organization’s mission.
13. Proven time management and project management skills.
14. Strong communication skills – the ability to interact and get along with various types of people in a positive work environment.
15. Ability to positively contribute to team projects and cooperate with other team members.
16. Possess a valid driver’s license.
17. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
18. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
19. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position directly supervises video staff, freelancers and occasional interns.

Created: 12/21/07
Revised: 11/19/18