



POSITION DESCRIPTION VIDEO PRODUCTION COORDINATOR

Approved: June 24, 2026 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 20 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Video Production Coordinator serves West Shore Free Church (WSFC) by creating high-quality video and media content that supports the mission of WSFC to Follow Jesus and Make Him Known. This position plays a key role in telling stories that encourage and inspire the church family, while also overseeing the technical and creative execution of Sunday morning live stream services. Working under the direction of the Communications Manager, this role contributes to the broader communications strategy through video production, content creation and live stream coordination.

QUALIFICATIONS

Ministry Specific

- Demonstrate ability to manage media assets, project files and production workflows effectively
- Proven competency in coordinating live stream operations, including technical setup and troubleshooting
- Strong proficiency in script writing, storyboarding and video shoot planning
- Experience capturing multi-camera testimonial and interview productions
- Skilled in the operation of professional cameras, lighting systems and audio equipment
- Advanced proficiency in Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, etc.)
- Strong visual and aesthetic judgment with a high level of attention to detail
- Prior live streaming experience preferred
- Organized and able to manage multiple concurrent projects
- Self-starter who works well with minimal supervision
- Works well under pressure while meeting deadlines
- Enjoys collaboration, open communication and teamwork
- Offers constructive feedback and encourages volunteers and co-workers
- Manifests good character, wise judgment and integrates faith with work

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



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RESPONSIBILITIES

Video Production & Editing

- Film and edit testimonial videos, event coverage and other church-related projects
- Produce short-form content for social media and digital platforms
- Maintain organized systems for raw footage, project files and media archives
- Ensure consistent branding, tone and quality across all video productions

Content Creation

- Capture photos and video clips for social media, website and other communication channels
- Assist in planning and developing creative concepts for upcoming content
- Collaborate with the Communications Manager to support ongoing media initiatives

Live Stream Production

- Coordinate and oversee Sunday morning live stream operations
- Schedule and support volunteers for weekly live streams and special event media coverage
- Manage preservice setup and post service tasks, including uploading live streams to the website and social platforms
- Troubleshoot technical issues during live streams and maintain broadcast quality

Collaboration & Additional Responsibilities

- Work closely with the Communications Manager to execute video-related strategies and campaigns
- Help coordinate photo/video volunteers for serving opportunities
- Support additional Communications tasks as needed to further departmental goals
- Stay current with video production trends, tools and best practices to enhance the church's media presence
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Video Production Coordinator serves under the general authority of the WSFC Elder Board and reports to the Communications Manager. The position also works collaboratively with staff, contractors and volunteers to meet WSFC communications goals.

WORKING ENVIRONMENT

Work is accomplished primarily onsite, with additional time spent in worship spaces and event settings for filming and live stream production. Workdays and hours will vary to meet ministry needs, including Sundays and occasional evenings or special events.