

The Southern Baptist Theological Seminary

Position Description

Position Title: Assistant Director of Production for Online Learning Video

Department: Communications

Position Code: XXXXX

Date Prepared: 4/24/18

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Assistant Director of Production for Online Learning Video will oversee the production of all online learning video for Southern Seminary. This position will work closely with the department of Online Learning, which functions as the primary client for this role.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Collaborate with course designers and the Director of Instructional Design to facilitate the production needs of a large number of courses per year.
- Work with the Director of Southern Productions and the Manager of Creative Video Production to develop, coordinate, and maintain the video production schedule
- Serve as a liaison between Video Communications and Online Learning by meeting regularly with the Director of Instructional Design and Instructional Designers.
- Direct videographers and technicians in production requirements, including editing and filming policies and practices
- Manage the schedules and workload of all online learning videographers to complete the production of each video course in a timely and efficient manner and to meet the annual quota for online video course production
- Supervise the labor hours of all online learning part-time staff according to budgetary constraints and institutional guidelines
- Promote excellence in video production through the oversight of on-location site selection, design and construction of online learning studio sets, classroom capture production enhancements, and technical training for part-time employees
- Schedule and oversee the performance of live video technicians for classroom capture ● Perform additional videographer duties as needed such as:
 - Confer with clients to determine project needs, identify production options, assist with content development and determine overall project approach
 - Act as producer to schedule shoots, manage budgets, ensure resource availability, and coordinate with talent

- Set up and operate cameras, lighting equipment, teleprompter, microphones, and monitor and adjust equipment during recording/taping sessions
- Execute entire post-production pipeline, including editing, music selection, color correction, basic digital effects and basic text graphic creation
- Distribute videos on online platforms such as YouTube, Twitter, etc. ○ Assist in departmental efforts such as inventory management, studio maintenance set construction, large event shoots, and assisting in institutional priority projects.

Performs other duties as may be assigned by supervisor.

EDUCATION:

This position does not require a specific educational background if the individual possesses the ability to produce quality and creative videos in a timely fashion.

EXPERIENCE:

Minimum of 5 years experience in film or video production.

SUPERVISION:

The person in this position will provide oversight to all online learning video production specialists. The person in this position will report to the Director of Southern Productions.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment and at times, off campus for specific video projects.

EQUIPMENT:

The person in this position will use the following equipment: video equipment and post-production equipment.