



## Video Production Specialist

### Full Job Description

George Fox University's George Fox Digital (GFD) office is seeking a talented and collaborative individual to take on the role of a Video Production Specialist. At George Fox University, we place a high value on compelling video content that showcases the high quality programs and amazing people in our community. Specifically, our academic content offered through our "George Fox Digital" (GFD) platform requires engaging lectures, storytelling, and other teaching modes through audio and video formats.

#### About the Job:

The Video Production Specialist position is responsible for all phases of educational video and audio production, taking a concept and bringing it to life within the framework of the GFD team. Responsibilities include planning, scripting, interviewing, lighting, capturing audio, editing, creating motion graphics, producing, and directing. Additionally, we require successful applicants to this position to have facility with purely audio formats, e.g., creating podcast audio, posting podcasts and writing engaging descriptions of content, etc. Special consideration will be given to applicants who perform excellent work both shooting video/audio and also editing and producing final videos, though we will consider strong candidates who excel primarily in one of these areas.

#### Job Responsibilities Include, but Are Not Limited To:

- Assist in creating digital curriculum content, including lecture series, podcast episodes, mini-documentaries, resources, and activities, in collaboration with faculty, with GFU's "Be Known" promise as a focus. Conceptualize, plan, shoot, and edit video and audio, ensuring a finished product is delivered within the assigned deadline.
- Meet regularly with the video production team to help determine video production priorities and work independently to meet those needs.
- Post videos to YouTube, and other university media channels. Track viewership habits and statistics to increase effectiveness and reach.
- Stay on top of industry trends, copyright law, as well as the latest software and video equipment.
- Communicating effectively and courteously with others, including employees, students, and the public, in a spirit of teamwork, respect and customer service.
- By actions, words, and lifestyle, be a Christian role model to students, whether through casual contact or in a formal supervisory role.
- Demonstrating awareness, respect, and appreciation for diversity of culture, background, race, sex, political views, expressions of faith, etc. and works well with a variety of people.
- Other duties as assigned.

#### A Day in the Life of This Position:

The Video Production Specialist can expect to produce and record digital educational content and participate in interdepartmental collaboration. Interdepartmental collaboration will look like engaging with faculty on a

regular basis, work with GFU's marketing efforts related to GFD initiatives, and support event and media production services with live events. Additionally, this position will engage with the Video Production Team on different aspects of the production process which includes pre-production, production, and post-production.

### **We're Looking for Candidates Who Have:**

- Bachelor's degree in video production or a related experience, with demonstrated experience producing a wide range of high quality work. **A demo reel is required for consideration.**
- Expert knowledge and demonstrated experience with Adobe Creative Cloud editing softwares, audio and lighting equipment. Ability to create motion graphics preferred.
- Experience with both "run-and-gun" style production and studio production
- Ability to occasionally work nights and weekends.
- A personal commitment to Jesus Christ and express their Christian testimony in a church. In addition, employees agree to live in agreement with the Community Lifestyle Statement and affirm the theological commitments expressed in the Statement of Faith.

### **Preference Will be Given to Those Who Have the Following Attributes:**

- Experience with academic course design
- 2 or more years of video production experience
- Strong interpersonal and communication skills

### **Job Information:**

- Hours Per Week: 40 hours (1.0) FTE - Monday through Friday
- Work Location: Newberg Campus
- Working Conditions: Ability to lift 45 lbs or more
- Supervisor: Director of Video Production, GFD

**George Fox University has been transforming student's lives for over 125 years.** We are a Christ-centered community that prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion. Our vision is to be the Christian university of choice known for empowering students to achieve exceptional life outcomes. We put students first, with Christ at the center of our work, embracing change in order to improve. We are looking for enthusiastic candidates to join us in creating transformational experiences for our students.

Being a part of our community means a commitment to faith and to a lifestyle that is consistent with the university's mission as described in the [Statement of Faith](#) and [Community Lifestyle Statement](#) on our website.

As a Christ-centered community, George Fox University is an institution that values [diversity](#) as an essential dimension of God's design for human communities. In seeking to become a more inclusive community, we especially encourage applications from women and candidates from racial and ethnic backgrounds that are underrepresented in our community.

### **What is most appealing about working at George Fox University?**

- Faith-friendly: Our culture is unique for higher education. At George Fox you can pursue academic excellence while integrating scriptures, praying with staff members and students at work, and helping to make an impact on the world in a way that promotes Christian values.
- Unapologetically Christian: As a university, we have an enduring commitment to Christ, his kingdom and the truth of God's Word.
- Live out your calling: You are able to use your God-given talents and abilities while having a profound influence on students as they deepen their relationship with Jesus Christ.
- Equip students for kingdom work: You can be a part of helping students discover their callings, at which they will be able to glorify the kingdom of God just as they have seen you do.

### **For your personal well-being we offer:**

- A strong Christian vision and mission-led organization with opportunities for your growth and contributions.
- Wonderful Christian peers and a vibrant student population.
- A beautiful, peaceful campus environment with areas to walk and coffee shops and restaurants close by.
- Free Fitness Center membership.
- Free parking.
- Rich employee benefit package.