

Portland Rescue Mission

Video/Audio Producer



Job Description

Department: Development **Work Location:** Administration

Reports to: Director of Development Ministry

Employment Status

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Full Time | <input checked="" type="checkbox"/> Regular | <input checked="" type="checkbox"/> Non-exempt |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Temporary | <input type="checkbox"/> Exempt |
| <input type="checkbox"/> On Call | | |

Effective Date: **Typical Hours Required:** Monday- Friday,
Occasional evenings and weekends as required

General Description of Work

The Video/Audio Producer is responsible for identifying, gathering and communicating stories of life-change from the front-line ministries of Portland Rescue Mission in a compelling way. He/she is responsible for converting these stories into different formats for various uses to represent the work of Portland Rescue Mission to the community.

Essential Functions

- Produce one 3–5 minute video story every other week.
- Publish to various formats appropriate for DVD and online distribution.
- Produce one 20–40 minute podcast every other week.
- Publish to various formats appropriate for CD and online distribution.
- Ensure that appropriate consent forms for photography, video/audio are gathered and filed.
- Prepare photos for use online, in print, or display.

General Functions

- Convert interviews to written stories for newsletter and other publications.
- Take appropriate photos to accompany written pieces.

- Serve a minimum of two hours per week in a direct ministry capacity at one of Portland Rescue Mission's locations to develop and enhance culture of hospitality.
- Take photos of residents, volunteers, facilities to support graphic design and online marketing projects.
- Maintain PRM photo and video archive.

Other Duties as Assigned

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

Knowledge, Skills, and Abilities

- College degree in related field or experience equivalent
- Experience in Microsoft Windows software
- Ability to multi-task
- Self starter
- Prompt and thorough in job performance
- Creative and logical problem solving
- Demonstrated ability to be a team player
- Good interpersonal skills, ability to relate with empathy
- Proven ability to write and produce compelling stories with professionalism and creativity
- Creative eye for shooting / editing dynamic video and photography. Strong skills with industry standard software and equipment. Portfolio examples required.

Personal Attributes & Values

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional Biblical Standards
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Ethics
- Desire to serve God in the ministry to hurting men, women and children
- A pleasant, gentle, grace filled manner toward others
- Possess and demonstrates excellent integrity
- Composed and professional
- Strong team player and self starter

- Ability to effectively handle multiple tasks as assigned
- Ability to lift at least 50 lbs. unassisted

Equipment Used

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment
- Multiple design software programs on PC and Mac systems

Mission Statement

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.