



Family Theater Productions

Job Title: Digital Content Creator	Supervised by: Head of Digital Production
Revision Date: March 21, 2024	Full-Time
Salary Range: \$65,000 - \$84,000 annually based upon skill and experience.	Benefits package includes, paid holidays, personal, medical, and vacation days, retirement contribution (after 900 hours work/first 6 months).

Position Overview

The Digital Content Creator serves the spiritual needs of families in the Catholic tradition, by producing and being part of a production team that creates media which educates, inspires, and entertains. The Content Creator will be responsible for creating, filming, and editing video content for Family Theater Productions (FTP), Holy Cross Family Ministries(HCFM), and client organizations as well as augmenting production and postproduction as needed. This person will be involved in planning, physical production, post-production, and media asset management of completed projects. The Content Creator will work as part of the Family Theater Digital Team.

Essential Job Functions

- Ability to understand and conceptualize goals and execute the project.
- Create beautiful and compelling videos from pitch to delivered product.
- Work with other members of the Digital Production Team and Marketing Team to generate additional content ideas.
- Plan and capture video in a variety of settings; structured shoots, live events, interview sessions, media sessions and religious events.
- Edit short form video utilizing graphics and effects and integrating various elements including B-Roll, voice over, interview footage, and graphics.
- Serve as Producer or in another primary crew role on major FTP productions as needed.
- Encode video for our website and other platforms.
- Set up camera, lighting, and audio equipment, including multi-camera shoots.
- Ensure broadcast quality picture and sound for video production.
- Coordinate occasional live streaming of events or projects.
- Update and post content on FTP video platforms.
- Keep up with changes in the film and broadcasting industry, including camera technology, related hardware, and software, as well as viewer habits and other analytics.
- Work closely with Social Media Manager, HCFM Chief Marketing Officer and FTP National Director to ensure quality, consistency, and creative flow of the overall goals.
- Become an expert in Family and Faith Based media content in a way that serves the production efforts of FTP.
- Participate in a creative production team that is mission and audience driven, attentive to planning and calendaring, supportive and mutually accountable for achieving deadlines and increasing product quality and impact, committed to making the best use of staff skills and ministry resources while considering the needs of our audiences.
- Coordinate hiring and supervising, interns, contracted production crew, media professionals and assistants.

- Manage specific administrative tasks associated with produced materials: e.g., tracking with the proper department critical tasks such as promos, marketing materials, archiving, copyright renewals, royalties, grant reporting and others as necessary, according to the policies of HCFM.
- Serve on and consult with committees at FTP or other divisions of HCFM.
- Develop industry relationships for potentially mutually beneficial future collaborations with FTP.
- Periodic participation in weekend or evening events.
- Contribute to a professional office atmosphere that is reflective of a Catholic, Christian Ministry setting.

Requirements

- B.A. in media production or related field.
- 3-5 years' experience in film, television, or digital project development, production, and post-production.
- Proficient in Premiere, After Effects, Photoshop, Illustrator, and Media Encoder. Graphics experience preferred.
- Knowledge, appreciation of, and an ability to work professionally in and publicly represent and promote the mission of Family Theater Productions, Holy Cross Family Ministries, The Congregation of Holy Cross, and the Catholic Church.
- Hands-on experience with video camera packages required. Knowledge of 4K production workflows and DSLR videography as well as knowledge and experience with cameras, lighting, lenses, audio equipment, and budgeting for film.
- Excellent interpersonal and verbal communication skills.
- Must be creative and maintain high personal standards for work.
- Able to simultaneously manage a high level of detail across multiple projects.
- Responsible and efficient in using technology to manage and schedule routine office operations and all associated events and activities.
- Proficient in Word, Outlook, and PowerPoint. Experience in Final Draft and SharePoint is a bonus.
- Office conduct that is professional and reflective of the mission of Holy Cross Family Ministries.
- Knowledge of the Rosary, Catholic Sacraments, imagery, and symbols.
- Proficiency in written and verbal English. Spanish preferred but not required.
- Represent HCFM/FTP in a positive way in public media and at ministry public events.
- Must agree to abide by all the requirements in the Holy Cross Family Ministries Employee Handbook.
- Must have a valid California driver's license and a car.
- This is not a work from home/remote position.

<p>This job description gives an outline but is not complete. Please also see the Holy Cross Family Ministries Employee Handbook. Specific goals and objectives based on the functions above will be developed at least annually with the employee supervisor.</p>
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