

Hours: 20 hours/week (0.50 FTE)

Accountability: CLD Director of Operations

Position Summary: This person's primary areas of focus will be video production, including the areas of video recording and post-production as well as print promotional production, and webpage management. The primary people supported will be the CLD Director of Operations, Director, and Group Relations Manager. Video production and post-production will be done in coordination with the Online Campus personnel.

Essential Functions:

- Assist in scheduling and correspondence with course instructors
- Oversee production and post-production of CLD courses
- Oversee production and post-production of CLD promotional materials
- Oversee review of module presentation and visual quality
- Assist with the management of CLD webpages

Secondary Functions:

- Assist with creation of print promotional materials as needed, and when there are no pressing production or post-production needs
- Assist with production of course resources for each CLD course, including course notes, workbooks, discussion questions, and leader's guides, when there are no pressing production or post-production needs.
- Support the Online Campus with production and post-production as necessary if there are no pressing projects for CLD

Education/ Training: Bachelor's degree required. Three years of related experience and a general record of professional success. Experience with production, post-production, web-design, and graphic design software. Able to communicate effectively in both written and oral form. Ability to give careful attention to detail. Computer competent, knowledge of Microsoft Office essential. Knowledge of, or the ability to learn, the intricacies of theological education, specifically in the area of non-credit lay-person training.

Qualifications:

- Strong videography skills (recording, editing, etc.)
- Graphic design skills (using Photoshop, InDesign, or equivalent)
- Proficiency with Microsoft software programs
- Ability to be on-campus during regular operating hours when needed to record courses
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing values

Outcomes: A well-maintained and developed offering of CLD courses, supporting a growing program to equip disciples.