

Hours: 40 hours/week (1.0 FTE)

Accountability/ Relationships: Reports to the Director of Online Learning, serves as a member Digital Learning Department/Global Campus team.

Purpose: The Video Production Coordinator will focus on the creation of digital/video theological and educational materials with special attention paid to the development of Global Campus classes' elements. Likewise, the Video Production Coordinator will advance the mission of Western Seminary through the creation of non-resident and extra-curricular educational and theological experiences and digital projects. Additionally, this role will serve to support faculty in the creation and execution of best practices in digital leaning spaces and will assist in the administration of the Digital Leaning Department.

Essential Functions:

- Oversee creation of theological/educational video and audio elements of Western classes in general and those of the Global Campus specifically
- In coordination with the Director of Online Learning, innovate and create new curricular and extra-curricular audio/visual materials that further the mission of Western Seminary
- Manage Digital Learning Department projects as directed by the Director of Online Learning
- Administer the Digital Learning Department's production schedule
- Aid faculty in the development of LMS course sites
- Provide administrative support to the Digital Learning Department in general and the Director of Online Learning specifically

Qualifications:

- Audio and video experience with production and post-production
- Graphic Design Skills (using Photoshop, InDesign, or equivalent)
- Proven skill in helping others and a desire to serve international students (both resident and non-resident)
- Enthusiastic, outgoing/friendly customer service oriented
- Superior communication skills (written and oral)
- Ability to manage detailed work, prioritize responsibilities, and respond appropriately to regular interruptions
- Ability to work well as a team player and a self-starter
- Proficiency with Windows, Microsoft Office 2016
- Superior organizational abilities
- Evangelical Christian commitment and lifestyle consistent with the National Association of Evangelicals' Statement of Faith and the Seminary's governing virtues is required