

February 15, 2025

PT Production/Media Assistant Job Description

Purpose

The Production/Media Assistant (part-time position) will be primarily responsible for supporting the Media Associate in planning and working with other team members with various video projects for weekly worship services and/or special events throughout the year.

Qualifications

The Production/Media Assistant must have a love for God, for the church, and a heart to see the media team members grow in their relationship with Christ. In addition, the following are required:

General Qualifications

- Meeting the 1 Timothy 3, Titus 1, and 1 Peter 5 qualifications for church leaders
- Leadership aptitude and the ability to support the Media Associate
- Commitment to Lifespring Church's vision, values, and beliefs
- Previous experience in video editing or Final Cut Pro

Please Note: You will need to become a legal resident in South Korea to be able to work at Lifespring Church. Please check your citizenship and visa requirements to enter and reside in South Korea, as the church will not be able to provide other means to receive a visa.

Specific Qualifications (**Some training can be provided*)

- Ability to use creativity and produce content for videos used for church services and/or YouTube (announcement videos, sermon/series introduction videos, promotional videos, testimonials, anniversary videos, other special projects)
- Ability to edit professional videos using Final Cut Pro, Motions, Adobe Suite, etc. (Primarily on Mac)
- Ability to have good time management with overall status and progression of multiple projects within deadlines; ability to delegate work to team members
- Desire and aptitude to learn new technology and trends in media, communications, video, and social media networks
- Communication and ability to work well with church leaders, team members, and the congregation

Responsibilities

- Help support the Media Associate in the production of videos for weekend services and special services throughout the year.
- Keep Supervising Pastor informed of weekly duties

Other Responsibilities

- Attend and participate in leadership meetings as an active member
- Sunday service and weekday meeting participation
- General church responsibilities shared by the team and other duties as required (administrative, building/facilities, etc.)

Salary

- Salary will be commensurate with training and experience, as well as total hours (specific work days can be discussed; part-time position)

Apply via Email

If you are interested, please submit the following (PDF copies) and include “PRODUCTION/MEDIA ASSISTANT” in the subject line of your email.

1. Current CV or resume + recent bio photo
2. 2 References (Supervisor/pastor of a church or a non-relative adult who knows the applicant’s character and ability in media/production)
3. Please attach an explanation of why you are interested in this position (1 page or less)

Send to: Caroline Nam (office manager) at caroline@lifespring.kr