

Position Summary

Title: Film and Media Producer

Position Purpose: Centrepont Church tells the story of what God is doing across our campuses, and film is one of the clearest ways we do it. The Film and Media Producer leads video projects from first concept through to final delivery, producing content for weekend services, ministries, events, and online platforms. This role helps our congregation see the vision, connect with the church community, and invite others in.

Reports to: Executive Pastor

Tasks & Responsibilities:

Creative Process & Project Leadership

- Run a consistent, documented creative process that takes each project from brief and storyboard through to finalised post-production delivery.
- Meet with ministry leaders early to clarify purpose, audience, message, deadline, and delivery format before production begins.
- Maintain a production schedule and project tracker so leaders know where their project sits and what is needed from them.
- Set and hold realistic timelines; flag risks to scope or delivery dates before they become problems.
- Implement the vision and creative direction of the Senior Pastor across all film and media output.

Video Production & Post-Production

- Plan, direct, shoot, and produce regular video content for weekend services, church announcements, connect group curriculum, ministries, events, the website, and social media.
- Capture all film production, including lighting, framing, audio capture, and on-location setup.
- Edit all footage to completion: cut, colour, sound mix, motion graphics, captions, and final export in the correct formats for each platform.
- Maintain a clear file structure, naming convention, and backup routine for all raw footage, project files, and finished assets.
- Manage the media archive so past content can be found and reused.

Marketing & Creative Collaboration

- Serve on the marketing team and contribute creative video ideas for campaigns, series launches, and church-wide communication.
- Keep video output consistent with Centrepont's brand, visual style, and tone.
- Work with communications and ministry leads on content calendars so video is planned ahead of need rather than requested late.

Equipment, Facilities, Compliance & Administration

- Maintain church-owned cameras, lenses, audio gear, lighting, computers, and storage to a high standard of excellence, with an accurate asset register and maintenance schedule.
- Implement relevant OHS policies and procedures, including safe working at height, rigging, cabling, electrical testing and tagging, and manual handling.
- Ensure filming and publishing comply with church policy on consent, privacy, image use involving children and young people, and Safer Churches requirements.
- Manage media licensing and copyright obligations for music, stock footage, and fonts.
- Work within the approved media budget and provide quotes and recommendations for equipment purchases.

Additional Responsibilities

- Additional tasks may be assigned by your supervisor from time to time as required, including conference and event responsibilities.

Outcomes

- Projects follow a clear process from concept to delivery; ministry leaders know what is happening with their project and receive it on the agreed date.
- Video content across services, ministries, website, and social media is produced and edited to a consistent, high standard, with all files organised, backed up, and retrievable.
- Video ideas contribute to marketing campaigns and church-wide communication, planned ahead of need and consistent with Centrepont's brand.
- Equipment and media facilities are well maintained and accounted for; OHS, consent, privacy, and licensing requirements are met and evidenced; spending stays within budget.