

MISSISSIPPI FARM BUREAU FEDERATION

JOB DESCRIPTION

TITLE: Video Production Specialist

DEPARTMENT Communications

POSITION OBJECTIVE: Manage all of MFBF's video production and video archives. Produce high quality video and edited materials for use across various medium in order to tell the story of the Mississippi Farm Bureau Federation and its membership with an emphasis on engagement and strategic impact.

REPORTS TO: Communications and Public Relations Coordinator

DUTIES and RESPONSIBILITIES:

- Report to and work with the Communications and Public Relations Coordinator and communication department staff on day-to-day operations.
- Responsible for shooting, recording, and editing all video and audio for use in commercials, programming, presentations, and MFBF annual convention.
- Assist the Coordinator in conducting on-camera interviews for use by MFBF.
- Manage and oversee video pre-production planning and on-site production activities.
- Deliver high quality product on time and within budget.
- Anticipate and respond to needs and requests from staff.
- Ensure all projects are on schedule.
- Identify best practices for video and evolve daily operations as necessary.
- Oversee video collection to ensure all media is archived appropriately and can be readily obtained.
- Assist Coordinator and staff with Farm Families of Mississippi campaign.

RELATIONSHIPS:

Interact with MFBF and county Farm Bureau staff, leaders, and members as appropriate. Collaborate with staff from allied groups, government agencies, and media organizations who need video.

EDUCATION OR TRAINING REQUIRED:

- Bachelor's degree or higher in communication or related field

EXPERIENCE AND SKILLS REQUIRED

- A minimum of 5 years of relevant experience and/or equivalent combination of education and experience (must include experience in a video production environment).
- Knowledge of shooting and editing videos
- Demonstrated skill with video editing software platforms, specifically proficiency with Adobe Creative Suite and/or Final Cut Pro X.
- Extensive knowledge of video production equipment.
- Experience with live streaming is a plus.
- Excellent organization, planning, and communication skills.
- A collaborative mindset and ability to work with varying and changing needs.
- Strong track record of working as a part of a team to complete projects.
- Ability to work independently.
- Ability to manage numerous projects simultaneously and meet deadlines.

PREFERRED EDUCATION/EXPERIENCE/TRAINING/SKILLS:

- Experience with digital and broadcast storytelling
- Knowledge of agriculture issues
- Creativity and boldness

OTHER REQUIREMENTS:

- Frequent travel including overnight
- Valid Mississippi driver's license
- Ability to lift 50 pounds
- Live in the Jackson, Mississippi metropolitan area