



Job Position: Videographer
Department: Communications/Worship
Supervisor: Worship Director
Compensation: Full-Time

Job Scope: Oversees all facets of video production services across all ministries of the church including pre-production meetings, concept development, script development, filming, production, directing, editing, and archiving. Produces and provides promotional, educational and event-based videos to internal and external audiences, and manages the process for quality and efficiency. A self-starting, driven individual, willing to learn, multi-task and tackle anything asked of them. This position is not a remote position. You will be required to stay on top of trends, provide feedback, answer questions quickly and tackle challenges as they arise.

Duties & Responsibilities:

- Manage video capture and editing for Sunday morning services
- Direct and oversee Sunday Audio/Visual teams
- Facilitate weekly livestream services online
- Build and recruit team of faithful volunteers to assist in Sunday morning editing and service video production
- Coordinate with worship director for vision, direction, and collaboration on finished “Sunday service” product
- Produce, shoot and edit dynamic and professional video projects to ensure quality standard and compliance with the intended message to target audiences.
- Collaborate and produce videos for social media in collaboration with communications team
- Works independently with regards to professional grade camera operating standards in addition to pro editing software
- Manage and produce sermon videos, title slides, bumper videos and other projects as required
- Oversee preparation and uploading of weekly media content onto church’s website
- Create a livestream/video capture volunteer team that produces all video media assets for Facebook/YouTube/Web i.e.: Testimonies, Baptisms, Changed life stories etc.
- Innovate and think of new creative ways to tell a story through the lens of church dynamics
- Meet weekly with worship planning team to get feedback on previous weeks video / livestream pieces, and plan ahead for future weeks
- Possess the desire and ability to work creatively in a team setting
- Create videos that fit into the church’s established visual identity and branding and aid in the Sunday morning worship experience
- Produce 2-minute weekly announcement video
- Catalog and video archiving in accordance with established guidelines and applicable record retention requirements
- Ensure the management and upkeep of video equipment
- Stays current on emerging and new digital trends, the latest video equipment, and best practices in video production
- Represents various ministry departments at meetings as needed
- Willingness to work different schedules including weekends as needed on productions
- Performs other job-related duties as assigned

Knowledge, Skills and Abilities

- Degree in Video Production, or a minimum of 3+ years' experience in a Creative Arts video position (marketing, website management, social media and graphic design a plus)
- Knowledge of best practices for use of video, broadcast production techniques and standards, proper file storage and archiving
- Proven work experience as a Video Editor with a strong portfolio
- Proficient in Adobe suite
- Solid experience with digital technical and editing software packages (e.g. Avid Media Composer, Lightworks, Premiers, After Effects and Final Cut)
- Leadership in building and developing volunteer teams
- Proven ability to take projects from beginning to end
- Thorough knowledge of timing, motivation and continuity
- Strong organizational skills and an ability to prioritize and complete simultaneous projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Ability to establish rapport with a diverse group of staff, leadership, volunteers, and the community with various professional backgrounds and build effective relationships
- Ability to work under pressure and meet close deadlines with a positive and professional attitude
- Organized, creative thinker and storytelling skills, works well on a team with directional oversight
- Committed to improvement, seeks constructive criticism, and understands one's own strengths and weaknesses and adapt quickly to changing situations and environments
- Excellent interpersonal, oral and written communication skills
- Ability to think critically and creatively with an attention to detail, have a high standard of integrity, and be motivated to incorporate best practices into the organizational structure
- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus

Physical Requirements:

- Able to remain in a sitting position or stand for prolonged periods of time and stoop, bend, reach, climb stairs, and move freely for the performance of duties.
- Able to read from a computer or laptop monitor for several hours at a time including fonts of various sizes from a variety of sources.
- Able to travel as needed for content
- Must be able to move, lift up to 50 pounds, in and out of office for travel to site location