



the  
**Chapel.cc**  
community church

## JOB DESCRIPTION

X Full Time      X Exempt  
 Part Time       Non-Exempt

**Date Prepared:** 3/3/2023

**Date Hired:**

**Employee:**

**Job Title:** Videographer / Editor

**Department:** Creative Arts

**Direct Report:** David Gardner

### I. Objective:

You get to head the creation and management of high-quality content and inspiring videos. You will take projects from concept to completion that help people Know God, Find Freedom, Discover Purpose and Make a Difference.

### II. Experience and Skills Required

- Basic video editing skills: importing / exporting clips, timeline, aligning audio and video, file distribution.
- Basic videography skills: camera functions, lighting a subject, capturing field audio
- Proficient in Adobe Creative Suite (Premiere Pro CC, After Effects CC and Photoshop CC).
- Proficient in DaVinci Resolve
- Maintains an avid awareness of emerging technologies, and quickly acclimates to new techniques and equipment.
- Nurtures a network of like-minded professionals in the field of video production for the purpose of growth and development.
- Efficient time manager & ability to work under tight timelines.
- Must be a creative problem-solver.
- Must be flexible, available and teachable.

### III. Key Functions and Responsibilities:

- Provide high-quality and effective video productions as assigned.
- Setup and produce video shoots that maintain a fun, creative atmosphere conducive to excellent performance.
- Create and distribute on-demand video assets following our live experiences.
- Export quality, engaging clips from worship & messages for distribution in social media.
- Provide pre-production planning, and digital image acquisition and editing.
- Maintain the video production equipment and facilities ensuring that all systems are clean and in good repair at all times.
- Maintain all video production inventory / supply (batteries, tape, etc.)
- Maintain the video department file library in a way that makes footage and assets easy to find and use.
- Install and deploy new technology solutions as needed.

- Operate misc. video, audio and lighting equipment as assigned for various events both at the Chapel and off property as needed.

**IV. Support of Other Ministries:**

- Participate in the training and development of video production volunteers for ministry, and prepare them to serve with excellence.
- Operate cameras for broadcast as needed.
- Provide hands-on support with technical needs as they arise.

**V. Leadership Responsibilities:**

- Be present and engaged in meetings as needed.
- Be a steward of resources by controlling spending, creatively solving problems with things we have and keeping things maintained.
- Participate in the care structure of your team.

**VI. Personal Attributes:**

- Love for God.
- Love for people.
- Pursues excellence that honors God and inspires people.
- Enjoyable to be with, and devoted to the call of God and the Church.
- Displays a high-level of hospitality, and a service-oriented attitude.
- Actively participates in the life of the church including community involvement.
- Supports the church through regular tithe and offerings.
- Work ethic to get the job done on time.

**VII. Success Metrics:**

- Video assignments are completed with excellence and on time and with minimal revision.
- The Video Studio is orderly, engaging, and the atmosphere is conducive to creative work.
- The file library is organized and easily accessible.