



JOB DESCRIPTION

X Full Time ☐ Exempt
☐ Part Time X Non-Exempt

Date Prepared: 7/24/2025

Date Hired:

Employee:

Job Title: Videographer / Editor

Department: Creative Arts

Direct Report: David Gardner

I. Objective:

You get to produce 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

- Extensive video editing skills: importing / exporting clips, timeline, aligning audio and video, file distribution
- Extensive motion graphic skills: creating/animating high quality graphics and animations
- Extensive pre-production skills: script writing, storyboarding, schedule/location management, project management
- Proficient 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
- Proficient skills in project management, pre-production, and script writing
- 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
- Manage incoming project requests from start to finish. Coordinate with the video team to manage timelines, locations, and equipment needs
- Create and distribute on-demand video assets following our live experiences
- 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
- Video projects are managed well with clear timelines and priorities
- The Video Studio is orderly, engaging, and the atmosphere is conducive to creative work
- The file library is organized and easily accessible