

Communications Department

Job Title: Videographer

Status: Full-Time / Exempt

Reports to: Communications Director/Online Pastor

Hours: 40 Hours / Week

Job Purpose:

To capture and create video content for campaigns, web, social media, online content, weekend services, ministries, and events.

Essential Duties and Responsibilities:

- **Video Production:** Work with Communications Director to create video pieces. Work with all facets of video creation: Plan and execute video shoots (including lighting, audio, set design, etc.), script creation, interview prep, facilitation, and post-editing.
- **Organize:** Maintain equipment and create systems to improve the regular day-to-day activities involving film and video shoot equipment.
- **Volunteers:** Connect, recruit, and train volunteers. Empower volunteers to learn and serve.
- Perform all other duties as assigned by Communications Director/Online Pastor

Key Skill Areas:

- Working knowledge of video equipment and film shoots, interviews, and content creation.
- Working knowledge of story creation, storyboarding, and other content creation practices.
- Proficient in Adobe Premiere, Sony Vegas, DaVinci Resolve, Final Cut Pro, or similar industry-standard programs for video editing and content creation.
- Remote pilot certification (or willingness to attain) for drone footage; drone experience a plus!
- Ability to balance multiple projects and deadlines without sacrificing artistic quality.
- Proactively communicates changes and questions with team members and clients. Communicates effectively through both verbal and written communication.
- Stays up-to-date with film, storytelling, and motion graphics styles and trends.
- Able to work within creative parameters designated by supervisor.
- Manages conflict well (both interpersonal and technological).
- Works well both independently and as part of a team.
- Relates well to a variety of different people and situations.
- A proactive problem-solver; demonstrates the ability to work through problems and offer solutions.
- Exhibits the desire to continually grow and improve.

General Qualifications:

- A committed follower of Christ, growing in faith and personal relationship with Jesus.
- Passionate about Faith Chapel's mission and committed to the Lead Pastor.
- Maintains spiritual, moral, and physical standards pleasing to the Lord.
- Flexible and adaptable to change.
- A hard-worker, exhibiting a strong work ethic that is characterized by being task-focused and people-friendly; self-motivated.
- Two years of film shoot and editing experience preferred.

Physical Demands & Working Conditions:

Key for Frequency: **Never (N):** 0% of work time, **Rare (R):** 1-10% of work time, **Occasionally (O):** 11-33% of work time, **Frequently (F):** 34-66% of work time, **Continuously (C):** 67-100% of work time

Frequency					General Physical Demands of this Position				
N	R	O	F	C					
	X				Climbing: Ascending or descending stairs, ladders, scaffolding, ramps, and the like using feet and legs and/or hands and arms.				
	X				Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.				
	X				Stooping: Bending body downward and forward by bending spine at the waist.				
	X				Kneeling: Bending legs at knee to come to rest on knee(s).				
	X				Crouching: Bending the body downward and forward by bending leg and spine.				
	X				Crawling: Moving about on hands and knees or hands and feet.				
			X		Reaching: Extending hand(s) and arm(s) in any direction.				
		X			Standing: Remaining upright on the feet, particularly for sustained periods of time.				
		X			Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.				
	X				Pushing: Using upper extremities to press against something with steady force in order to trust forward, downward, or outward.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Carrying: Supporting and moving someone or something from one place to another.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
			X		Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than whole hand or arm in handling.				
			X		Grasping: Applying pressure to an object with the fingers and palm.				
	X				Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly fingertips.				
			X		Talking: Expressing or exchanging ideas by meaning of spoken word; those activities where detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.				
				X	Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.				
				X	Repetitive Motions: Making substantial movements of the wrists, hands, and/or fingers.				

The visual acuity requirements including color, depth perception, and field of vision (check only ONE box):

X	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
	The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
	The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The conditions the worker will be subject to in this position (check ALL that apply):

<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
X	The worker is subject to both environmental conditions: Activities occur inside and outside.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
X	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The workers is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or extreme chemicals.
<input type="checkbox"/>	The worker is required to wear a respirator.
<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in this position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Faith Chapel reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

_____	_____	_____
Employee Signature	Print Name	Date

_____	_____	_____
Supervisor	Print Name	Date