

JOB DESCRIPTION

Job Title: Video Editor

Position reports to: Creative Director

Department: Creative

Status: Full Time

Date Prepared: 10/2025

Purpose of the Job:

To transform raw footage into Christ-centered captivating visuals, skillfully managing camera footage, dialogue, sound effects, graphics, and special effects to craft exceptional final products that leave a profound and lasting impact on all viewers that reflect the worldwide mission, vision and core values of Citygate Church of bringing the message of salvation through Jesus Christ to the world. This position is for a creative, highly motivated producer/editor who will be responsible for the editing and production of original Christ centered content to be shared across multiple mediums. This role requires a person that must be able to work independently while contributing to the goal of the team to reach people for Jesus Christ and grow members of Citygate Church both locally and internationally through both the in person church experience as well via the online broadcast medium. You must be able to work quickly and efficiently while within budget, multitask with a high-volume workload while remaining productive and positive in high-pressure situations.

Essential Functions and Responsibilities

Weekly Responsibilities (before Sunday):

- Create and develop multimedia content for congregation stories, communications, external promotional videos, recruiting materials and other exciting Church wide projects.
- Plan video shoots; assist in scouting, selecting and reserving shoot locations, reserve additional equipment as needed
- Understand and utilize basic design principles in all Christ centered production assets
- The ability to complete projects within formally requested deadlines
- Maintain proper Citygate Church branding in all produced creative assets, including but not limited to: Colors, logo use, copy, and tone
- Remain up-to-date with industry knowledge, trends and development of visual marketing materials
- Oversee and utilize existing Citygate Church video library to develop fresh content
- Ability to prioritize internal requests for video assets
- Establish and maintain a consistent and efficient internal creative process including the use of preliminary drafting, feedback and edits, and production of finished assets for final approval, and uploading final files to company-owned cloud-based file storage platforms (editable PSD, AI, etc.) for download-ability and potential future edits

Sunday Responsibilities:

- Include having prepared Citygate branded visuals to be shared with our worldwide church congregation that attends in person or via online broadcast medium.
- B-roll video pre, during and post service to capture in person campus activities and sermon

Special Events Responsibilities:

- Work across all departments within Citygate Church to support special events with requests for multimedia content that reflects the Christ-centered mission and core values of Citygate church to those in attendance or watching via online broadcast.

Additional Job Responsibilities:

- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media
- Assisting with script, storyboard, budget, allocate resources, set deadlines and select optimal forms of media for projects
- Assist in directing and coaching talent; ensure transportation arrangements for equipment; and all location resource needs are met
- Regularly solicit and execute upon constructive feedback from the Executive Team
- The ability to comply with all Company policies including, but not limited to, policies, procedures, and guidelines regarding safe working practices
- Provide feedback and insight on the marketing calendar and internally produced creative assets
- Other tasks and responsibilities as assigned by Lead Pastors and manager

Personal Requirements:

- To exhibit a growing passion to serve God, your family, church and team by reflecting a life that reflects Christ in your words and actions in both your personal life and ministry. You will be looked up to as you model the Christian faith, and the way you live your life should reflect the Gospel at all times
- Spiritual growth is a PRIORITY, and we encourage daily engaging in prayer, Bible study and personal development
- You must be a strong communicator both verbally and written; able to have courageous conversations
- Agree to exemplify the staff core values, mission and vision, Honor Code and 8 gates to include biblical tithing to Citygate Church
- Staff core values are grit, driven, 360 thinking, unity, a grateful and contagious culture

Experience and Knowledge Required:

- Strong proficiency in Adobe Premiere and After Effects
- Working knowledge of Adobe Creative Suite
- Design skills are highly desired, with an ability to tell a story visually in a wide variety of styles and aesthetics
- Attention to detail and accuracy is a must
- Must possess basic computer skills
- Ability to translate ideas into complete projects
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations and work well under pressure
- Comfortable working in a fast paced, ever-changing production environment
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Deep understanding of the church wide social and digital video space
- Excellent communication skills, in person and in various written formats

Additional Requirements:

- Valid Driver's license
- High School diploma or equivalent; college degree preferred
- 2-3+ years of experience in video production/animation
- Excellent verbal and written communication skills

Core Values in Daily Life:

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____

Office Use Only:

Name: _____ Date: _____
HR/Authorized Citygate Church Representative