

## JOB DESCRIPTION

**Job Title:** Video Producer and Editor

**Level:** Part Time/Full Time

**Date Prepared:** 6.2020

---

### **I. Purpose of the Job:**

The primary purpose of this position is a creative, highly motivated producer/editor to join our team, who will be responsible for the editing and production of original content across multiple projects. This person must be able to work independently while contributing to the goals of the team, work quickly and efficiently while within budget, multitask with a high-volume workload, and remain productive and positive in high-pressure situations.

### **II. Experience and Knowledge Required:**

- 2-3+ years experience in video production/animation
- Deep understanding of the social and digital video space
- Ability to work independently
- Excellent communication skills, in person and in various written formats
- 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
- Comfortable working in a fast paced, ever-changing production environment
- Strong proficiency in Adobe Premiere and After Effects
- Working knowledge of Adobe Creative Suite

### **III. Essential Functions and Responsibilities:**

- The ability to comply with all Company policies including, but not limited to, policies, procedures, and guidelines regarding safe working practices
- Assist in creating and developing multimedia (audio/video) content for congregation stories, internal announcement videos, external promotional social videos, recruiting videos, training videos, and other church- wide projects
- Assisting with script, storyboard, budget, allocate resources, set deadlines and select optimal forms of media for projects
- Work independently, as well as part of a team to establish project deliverables
- Plan video shoots; assist in scouting, selecting and reserving shoot locations
- Assist in directing and coaching talent; ensure transportation arrangements for equipment; and all location resource needs are met
- Reserve and rent equipment when needed
- 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
- Oversee and utilize existing video library to develop fresh content
- Manage internal requests for video assets through active organization and prioritization of the employee's workday and workweek
- Understand and utilize basic design principles in all produced assets
- The ability to complete projects within formally requested deadlines
- Maintain proper branding in all produced creative assets, including but not limited to: Colors, logo use, copy, and tone

- 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 platform.
- Uploading to a company-owned cloud-based file storage platform and providing company access to all completed products in their entirety (editable PSD, AI, etc.) for downloadability and potential future edits
- Regularly solicit and execute upon constructive feedback from the executive team
- Remain up-to-date with industry knowledge, trends and development of visual marketing materials
- Report any barriers to completing projects to the executive team, with notice
- Provide feedback and insight on the marketing calendar and internally produced creative assets
- Other tasks and responsibilities as assigned by management