

JOB DESCRIPTION

TITLE: Communications Specialist - Videographer

I REPORT TO: Communications Manager

REPORTING TO ME: Volunteers

CATEGORY: Administration

LAST UPDATED: August 2020

JOB SUMMARY

The Videographer will help Miracle Life Family Church fulfill its mission by creating content that will be used to share the MLFC story through video and photography. They will work under the supervision of the Communications Manager to develop and execute creative, strategic, and effective means to promote stories, events, and ministry programming. Must also be able to create visual concepts (still and video) to communicate ideas that inspire, inform or captivate the intended audience. This person is also required to manage a team of volunteers who will work to capture, edit, produce and archive photos and videos for ministry use and any other requests that are relevant to this field.

MAIN DUTIES OF THE JOB

- Create and establish a visual identity for Miracle Life Family Church videos that can be adapted to different ministries while still reflecting the character of the specific ministry.
- Films program material for production using video camera equipment; makes technical decisions regarding such elements as appropriate lighting, shooting angle, placement and type of microphone.
- Edit and assemble final visual/audio program material; ensures consistency and relevancy to production; monitors technical quality of end product.
- Assists a producer/director regarding preconceived ideas and physical realities of production setting.
- Tests all equipment to determine technical quality of recording, audio and lighting apparatus prior to operation.
- Oversees the security, operation and maintenance of equipment utilized in shooting and editing.
- Responsible for Scheduling of video teams
- Responsible for producing high quality service and event videos for various platforms
- Preparation of all sermon teaser (summary) videos, new series promo videos and a bank of locally shot stock images/videos to be used in Church, web and social media advertisement

GENERAL CHARACTER AND ATTRIBUTES

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission
- Provide care, love and encouragement to media team members with whom you have contact or dealings

ANY OTHER DUTIES

- Perform all other duties assigned including (Social Media and Photography) by the Senior Pastors, Executive Pastor and Communications Manager
- Adhere to the MLFC Staff Statement of Ethics

REQUIREMENTS

- Diploma in Video Production or equivalent in experience
Minimum 2 years working experience in video production, photography, and Social media Management.
- Strong understanding of the Adobe Creative Suite including Premiere Pro, After Effects and Photoshop
- Solid Knowledge of photography, video recording and editing
- Evidence of continuous, relevant professional development
- Experience of working in a multi-cultural setting
- Self-starter with drive and initiative
- Fluent in each step of the cinematic process including lighting, lens selection, shot composition, montage, and directing talent
- Preferred experienced in both documentary and narrative storytelling
- Must have excellent written and verbal communication and computer skills
- Attention to detail

PERSONAL ATTRIBUTES

- Faithful
- Ministry minded
- Hard-working
- Self-Motivated
- Driven
- Honest
- Great value for time keeping
- Creative