



# TIMBERCREEK CHURCH

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## JOB DESCRIPTION

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<b>Job Title:</b>	Videographer
<b>Reports to:</b>	Executive Pastor of Communications and Production
<b>Department:</b>	Communications
<b>Payment:</b>	<u>Hourly/Stipend/Salary</u>
<b>Prepared by:</b>	Jonathan Mendoza
<b>Prepared Date:</b>	February 2020
<b>Approved by:</b>	<b>Taliah Vander Leest, Senior Executive Pastor</b>

### **ABOUT THE POSITION:**

**EDUCATIONAL/MINISTERIAL REQUIREMENTS:** HIGH SCHOOL GRADUATE. BACHELOR'S DEGREE PREFERRED. EXPERIENCE WITH VIDEO GRAPHICS, MARKETING, AND PRODUCTION IN A MINISTRY ENVIRONMENT NEEDED.

**SUMMARY OF POSITION:** THE **VIDEOGRAPHER** PLANS AND FACILITATES IN-HOUSE AND FIELD-BASED VIDEO PRODUCTION WORK, INCLUDING THE PLANNING, FILMING, EDITING, SOUND MIXING, AND GRAPHIC ANIMATION. THIS POSITION REQUIRES THE TECHNICAL ABILITY OF PRODUCING DYNAMIC VIDEO WITH THE CREATIVE ABILITY TO TELL ENGAGING STORIES. THIS POSITION SHOULD BE ABLE TO BALANCE PROJECTS OF MANY DIFFERENT TYPES: FROM DOCUMENTARIES TO INFORMATIVE, TO ABSTRACT CONCEPT DEVELOPMENT, AND MORE.

### **RESPONSIBILITIES:**

- He/she is to live and exemplify a consistent, authentic Christian life and have a daily prayer and devotional time with God.
- He/she should serve as a mentor and leader to volunteers and attendees by overseeing and implementing Leadership Development Plans initiative for Dream Team Members under his/her leadership.
- He/she produces and edits all video content for TCC
- He/she is the producer of all motion graphics and animated videos
- He/she ensures the completion of video content for prison venues
- He/she is responsible for the producing of audio/video of online sermons
- He/she is responsible for producing weekly sermon bumpers and video announcements
- He/she ensures the producing of testimony videos, ministry promos, social media videos, and recap videos.
- He/she ensures video documentation of necessary events are captured.

#### *Additional Videographer Roles*

- Continually add stock footage and photo to the TCC library
- Assist with Sunday morning technical needs across the campus
- Be able to assist with graphic design work as needed
- Correspond with IT Provider for IT needs

**SALARY RANGE/BENEFIT:**

THE DIGITAL STRATEGIST'S SALARY WILL BE DISCUSSED DURING THE INTERVIEW PROCESS AND WILL DEPEND ON THE APPLICANT'S EXPERIENCE AND EDUCATION. BENEFITS FOR THIS POSITION INCLUDE 2 WEEKS OF PAID VACATION, ONE WEEK OF PAID SICK LEAVE, THREE PERSONAL DAYS, A TRAVELING PAID BIRTHDAY HOLIDAY, A WEEK + PAID VACATION AT CHRISTMAS, OTHER PAID HOLIDAYS AND A HEALTH INSURANCE STIPEND.

**COMMENTS:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employees are required to follow any other job-related instructions, and perform any other job-related duties, as assigned by their supervisor. Requirements are representative of minimum levels or knowledge, skills and/or aptitudes to perform each duty proficiently.

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(Signature)

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(Date)