



Creative Video Manager

Department: Creative Arts

Time/Allocation: Full-Time (40+hours)

Accountability: Reports to the Worship & Creative Arts Director

Vision: The Creative Video Manager will champion our video process from pre-production, storyboarding, and capturing, to editing and distribution. This role will also develop and oversee a volunteer team for all facets of the video process.

Responsibilities:

- Oversee and implement pre-production, production, and post-production process for all church wide creative videos (sermon bumps, promo & recap videos, etc.)
- Partner with ministry leaders and Creative Arts Director for interview/life-change style videos
- Manage all creative video equipment and resources including production green room/set.
- Oversee all video requests, assessing and establishing project time-tables, deadlines, and project workload
- Cast creative vision and ideas into all videos for modern, fresh, current looks and feel
- Oversee lighting and audio aspects of video production including various mic/light set-ups as well as video backing tracks
- Craft media appropriate for context – large screen/in-service, web, and social applications.
- Oversee weekly pre-service video compilation as well as post-service editing and distribution
- Recruit volunteers to assist on the video team in all areas (storyboarding, capturing, editing, etc.)
- Capture B-Roll at weekend services /special events on a regular basis
- Assist in the planning and production of special projects including holidays, message packages, and cross-church initiatives
- Build up a network and catalogue of off-site locations for creative production
- Resource technical arts with ideas for live-service production including shot selection, lighting, and equipment.

Experience:

- At least 3 years in video production/creative arts role
- Education or degree in Video/Communications/Creative Arts preferred
- Proficient knowledge in Final Cut, Premier Pro, and other video software tools
- Expertise on DSLR video capturing
- Understanding of basic studio set-up including lighting techniques, audio capturing, and creative staging
- Must be able to prioritize projects, follow-thru on deadlines with attention to detail
- Ability to work in a past-paced environment
- Ability to multi-task and communication to others

Spiritual Gifts: Helps, Creativity, Administration, Leadership