

# VIDEOGRAPHER



## Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for creating compelling visual stories of where God is at work in the lives of people which will inspire viewers to join in the work of making disciples who make disciples.

### DEPARTMENT

Communication Ministry

### REPORTS TO

Creative Minister

### DIRECT REPORTS

None

### WORK WEEK

Typically, M – F (some evenings & weekends required)

### HOURS PER WEEK

40+

### FLSA

Exempt

### JOB CLASS

Professional

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

Yes

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Records and edits videos for sermon series, ministries, live Sunday morning broadcast, events, campaigns, and trainings.
2. Creates marketing videos for social media, pre-service announcements and website.
3. Collaborates with ministry leaders to create video materials to aid and support the implementation of OHC mission and vision.
4. Collaborates with Creative Team and contributes to pre-production, production, and post-production processes.
5. Collaborates with other Communication Ministry team members to discuss and brainstorm engaging video for sermon series, ministries, events and campaigns.
6. Consults with OHC leaders to equip and empower them to create compelling video content on their own.
7. Provides input and feedback to other members of the video team.
8. Other duties and responsibilities as assigned.

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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Relational Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Associates Degree from an accredited college or university in film/television/video production or related field of study.
2. Five (5) years of experience in film/television/video production or related field. Animation experience a plus.
3. Experience can be substituted for education.

### KNOWLEDGE AND ABILITIES

1. Knowledge of video arts equipment including cameras, lenses, lighting, microphones, and accessories.
2. Knowledge of audio recording for video and lighting for video.
3. Knowledge of video editing best practices and video editing software (Adobe CC).
4. Knowledge of video publication (Vimeo and YouTube).
5. Knowledge of pre-production, production, and post-production processes.
6. Knowledge of productivity software suites such as Microsoft Office (Outlook, Word, Excel, PowerPoint) and Apple computer platform.
7. Knowledge of English grammar and vocabulary.
8. Ability to multitask, organize, and work independently with attention to detail.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** January 2023