252 Video & Graphic Editor
FLSA Status: Non-Exempt
Reports to Assistant Pastor (Elementary)
Grade II ($11-17 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Assists with editing, creation of graphic and video elements, and filming for the 252 environment. Assists in the 252 Theater during the weekend services with various tech roles.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition).*

ESSENTIAL DUTIES

- Creates or edits slides, videos, handouts, and other media elements to implement into the weekend service by using Adobe Suite software. (Programs used include Photoshop, Premiere Pro, Illustrator, etc.) (app. 40%)
- Assists with various tech roles such as ProPresenter, lights, and as a camera operator during all but one of the weekend services. Assists with other roles as needed (small group leader, greeter, etc.). (app. 30%)
- Assists with the Big Idea Experience video productions and events. This includes filming and editing live and taped shows and other scheduled productions throughout the year. (app. 10%)
- Assists in planning and coordinating the production elements for KidzWorld camp, JumpStart, FX, Christmas Eve services, and other special events. Includes reviewing and editing curriculum media content, the creation or implementation of slides, handouts or other media elements into the services. (app. 10%)
- Assists the Senior Administrative Pastor during special events for KidzWorld. Includes additional services during holidays, special events, Baby Dedication, Jump Start and camp activities. (app. 10%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.
- Video and graphic courses preferred.

EXPERIENCE

- A minimum of 1-2 years' experience working in the related field.

REQUIRED SKILLS

- Knowledge of Adobe Suites software
- Knowledge of computers and the ability to learn new software programs
- Basic knowledge of video creation and editing techniques
- Basic camera equipment experience
- Communication and coordination skills
- Positive temperament, dependability, and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting and standing, carrying, pushing, pulling; some stooping, handling. Hearing and near vision.
- Must be able to lift up to 20 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside