

**Video Production & Editing Assistant**  
FLSA Status: Non -Exempt  
Reports to Art Director  
Grade II (\$12.10-\$18.70 Based on experience and qualification)

## **SUMMARY OF RESPONSIBILITIES**

The Video Production & Editing Assistant works alongside the video staff on the creative team in order to set up for, film, and edit together various video and audio projects for the church.

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**

- Setting up for and filming baptism testimonies. (app. 20%)
- Editing together baptism testimony videos. (app. 20%)
- Setting up video, audio, and lighting equipment for various video projects. (app. 10%)
- Filming and/or operating audio equipment for various video projects. (app. 20%)
- Editing together weekly announcement videos and other various video projects. (app. 15%)
- Taking photos and filming B-roll at select services and special events. (app. 15%)

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.
- College courses in video editing and production preferred.

## **EXPERIENCE**

- One to three years of experience in video and audio production and editing.

## **REQUIRED SKILLS**

- Experience with Adobe Creative Suite (Premiere Pro, After Effects, Audition, Lightroom, Photoshop, etc.)
- Use of DSLR and/or mirrorless cameras.
- Ability to use cinematic cameras and lenses.
- Ability to light indoor and outdoor sets.

## **PHYSICAL DEMANDS**

The usual and customary methods of performing the jobs functions require the following physical demands:

- Frequently ascend and descend stairs and/or ladders.
- Frequently remain in a stationary position for prolonged periods of time.
- Communicate verbally with others to exchange information.
- Frequently lift, carry, and move up to 25-50 pounds.
- Ability to view and work with technological devices, sound equipment, audio consoles and others.
- Ability to observe environment from long distances.

- Ability to use depth perception to judge distances.
- Frequently move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Frequently discern colors and sounds for production of creative elements.
- Must possess the ability to work in environments with theatrical elements, including but not limited to strobing lights and fog.
- Frequently work at elevated distances from the ground using scaffolding or other aerial lifting commercial equipment.

## **WORKING CONDITIONS**

- 75% indoors, 25% outdoors