



JOB DESCRIPTION

TITLE: Video Director
CATEGORY: Full-Time
DEPARTMENT: Weekend Services/Creative
REPORTS TO: Creative Director
DATE POSTED: January 25, 2019

JOB SUMMARY

Oversees the production and design of all video content at Victory Family Church. Works with the Creative Director and other staff to develop concepts and create video content that is effective in communicating to our audience. Maintains a high level of excellence across all media platforms.

ESSENTIAL FUNCTIONS

Concept Development

- Receives and manages video requests from the Request Site and Creative Director.
- Collaborates with Creative Director and other staff to develop video concepts that will be effective in communicating the desired message.
- Develops style frames and storyboards to illustrate video concepts for approval and further development.
- Plans the production and execution of approved video concepts.
- Scouts video shoot locations.
- Coordinates and schedules talent, crew (staff and volunteers) and location for video shoots with Creative Assistant.

Video Shoots / On Set

- Oversees and assists in setup of required equipment.
- Assists in set dressing and staging as necessary.
- Operates camera, lighting, teleprompting, and camera stabilization equipment as necessary.
- Directs onscreen talent to draw out their best story/performance as well as make them feel comfortable on camera.
- Oversees the storage and organization of footage on set.
- Oversees safety on set, making sure all equipment is properly rigged to avoid injury/damage to people, equipment, or property.

Post-production & Motion Graphics

- *Editing / Post-production*
 - Oversees and aids in organizing and properly storing footage.
 - Oversees and aids in editing footage, making sure to stay consistent with the project vision.
 - Submits rough edits for approval adhering to the agreed upon approval timeline.
 - Applies feedback from leadership to the edit to continue to develop the strongest possible final product.

- Applies necessary color correction to footage to create a consistent and high quality final product.
 - Creates and sources necessary graphic elements and motion graphics for each project.
 - Performs any audio cleanup or processing necessary on final edit.
 - Applies limiting, compression and EQ to maintain consistent quality and volume for final delivery.
 - Exports final deliverables in the correct formats.
 - Arranges for distribution of final deliverables.
- *Motion Graphics*
 - Responsible for the creation of motion graphics or contracting the creation of motion graphics, including but not limited to text animations, sermon/intro animations, and lyric videos.

Management / Dream Team

- Manages and oversees the video department (staff and volunteers).
- Oversees training of video staff and volunteers.
- Cultivates the professional development of video staff by coaching and motivating them to use their skills, gifts, and talents effectively.
- Oversees budgets by monitoring expenses and identifying/implementing cost saving actions where appropriate.

Professional Development & Miscellaneous

- *Professional Development*
 - Maintains a knowledge of current video/animation techniques and trends and leverages them appropriately in projects.
 - Maintains technical proficiency with the tools used for media creation including cameras, lenses, lighting, stabilizers, software, storage solutions, etc.
 - Constantly strives to increase job knowledge by seeking out training opportunities.
- *Miscellaneous*
 - Assists in the set up and operation of some live video production equipment. This includes but is not limited to projection mapping rigs, video switchers, etc. (training provided)
 - Maintains a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
 - Complies with expectations in the Employee Handbook.
 - Fulfills the performance standards of the position and comply with policies, rules, and procedures of the church, including those communicated verbally or in writing.
 - Performs other duties as assigned.

JOB REQUIREMENTS

Education & Experience Required

- Professional portfolio that demonstrates creative contributions to video content or other media.
- Bachelors Degree or 5+ years of experience in video or other digital design
- Macintosh Platform Proficiency
- Strong organizational skills and ability to manage multiple projects at a time while still contributing creatively
- Experience with Adobe Creative Suite for video production; Premiere, Photoshop, Illustrator required; After Effects preferred
- Highly proficient in video editing and audio for video

- Experience with professional video production equipment including cameras, lenses, lighting, support, stabilization, microphones, and power solutions
- Experience with data storage and management
- Experience with video codecs for live production and web
- Must be comfortable working in a fast-paced large church environment with volunteers and support personnel
- Ability and willingness to accept and execute edits required by Creative Director, Senior Leadership
- When called upon by the staff and approved by supervisor, employee should willingly perform such tasks which might not be considered part of the normal position description
- Successfully pass a background check

Time Requirements

- 40-50 hours / week
- Basic schedule: Monday through Friday from 8:30 a.m. – 4:30 p.m. (schedule has some variation as filming weekends is sometimes required)

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.