

West Ridge Church | Creative Arts

Video Coordinator



Summary:

This role will provide leadership and oversight to pre produced video projects for West Ridge Church and occasionally assist with live broadcasts.

KEY RESPONSIBILITIES

- Video Creation - Working with the Broadcast Director to help create videos used for our in-person gatherings and online content. This includes preproduction, filming, and editing.
- Assess video request queue and coordinate with ministry leaders to prioritize and plan projects within the video department.
- Coordinate with communications to storyboard and plan videos for gatherings.
- Attend planning and scheduling meetings for projects.
- Safely store and organize all video projects in an appropriate fashion.
- Occasionally help oversee live video broadcasts - Pre-Production, Production, and Post-Production
- Assist with all live streaming licenses and scheduling.
- Assist occasionally with all Live Broadcast Video Systems across the building: (Switchers, cameras, routers, SDI, screens, streaming encoders, TVs, etc.)

QUALIFICATIONS & REQUIRED SKILLS

- A heart for the Church and a growing relationship with Jesus Christ.
- Degree in media or video related field, or at least 5 years experience video/editing.
- Experience with non-linear editing software such as Adobe Premiere Pro and After Effects.
- Organized and able to manage multiple projects.
- Action oriented. Takes Initiative.
- Relates well with people, builds effective relationships, communicates effectively.
- Creative thinker.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Excellent written and oral communication skills.

Average Hours/Week: 25-30 hours

Status: Part Time

Location: West Ridge Church - Dallas, GA

Reports To: Broadcast Director