



Job title: Videographer
Department: Marketing
Grade:

FLSA Status: Exempt
Reports to: Marketing Manager

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Capture guest and staff experiences in digital video to assist the Marketing Department in projects.

Position Purpose: To capture on video the mission of Sandy Cove displayed in the experiences of guests and then create videos that accurately represent our mission and core values. Then position the videos to attract a widespread audience on social media and Sandy Cove website.

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be self-motivated and work well with minimum supervision
- Must have and present compilation of prior videography work for review with application
- Ability to blend in with surroundings so as to not interrupt guest and staff activities
- Ability to interact with people of all different ages

Essential Job Functions/Position Responsibilities:

- Capture complete guest experiences during Summer Together Family Camp with the use of a digital video camera
- Edit video – including transitions, visual and sound effects, audio, overlay text, etc.
- Create weekly video by Thursday evening to be shown to guests Friday morning
- Compile a highlight video when 5 weeks are over
- Organize video clips for future use
- Assist with special projects as necessary
- Perform all related necessary duties as requested by the Marketing Manager/Media Specialist

Essential skills and experience

- Experience in video camera work - knowledge of lighting, video composition, digital video filming, filming from tri-pod and filming free-hand. Intermediate or advanced skill level.
- Experience in video editing - knowledge of editing software, and linear and digital editing. Intermediate or advanced skill level.
- Strong communication skills
- Excellent time management skills

Reporting to this position: None.

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is occasionally required to see, stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear.

■ *Work environment:* While performing the duties of this job, the employee can be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 1/16/13
Revised: 4/24/19