



## **PART-TIME/ SALARIED POSITION DESCRIPTION (DIRECTOR) – 25hrs/week**

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DEPARTMENT: Creative  
DATE: 1/31/19

TITLE: Video and Graphic Director

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### **MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS**

#### **Video Responsibilities**

1. Operate as Video Director and work with the Creative Arts Pastor with all production needs for our Weekend Services
2. Gather, edit, and finalize weekly footage for online messages
3. Prepare sermon trailers, illustrations, announcement videos, etc.
  - Due to Executive Team on Tuesday prior to announcement due date
4. Shoot & Edit videos for all ministries campus-wide
  - Communicate with all Ministries on video or graphic needs
  - Find actors, hosts, etc.
  - Setup lighting & sound for videos
5. Sit on Creative Team in planning for weekend experiences
6. Collect/manage video archive of various ministries, groups, activities, & events
7. Develop “stories through video” highlighting individual stories of spiritual growth from members of Grace Community Church along with informational videos
8. Work with Digital Media Specialist for any videos needed for social media or website
9. Develop and propose various ways to use video elements to help communicate the mission and purpose of Grace Community Church

#### **Graphic Responsibilities**

1. Help design digital and print media design with other members of the Creative Team for the following but not limited to:
  - Website
  - Advertising
  - Engage Cards
  - Social media outlets
  - Individual Ministries
  - Sermon series graphics

## **ORGANIZATION AND RELATIONSHIPS**

The Video and Graphic Director will report to the Creative Arts Pastor at Grace Community Church. This position will collaborate with the Creative Team and other ministries of Grace Community Church.

## **NATURE OF POSITION**

This position provides leadership, training, and guidance to the video and graphics of the church and is responsible for developing, and implementing video and graphics for all ministry areas.

## **BACKGROUND**

A four-year degree in media related studies and leadership is desired. Prior ministry and/or private sector experience is a plus but not necessary to meet requirements for this specific role. A personal relationship with Christ and a strong desire to bring the Good News of Jesus Christ to the community is required as well as “buy-in” to the overall Grace culture.

The Video and Graphic Director is the primary coordinator in the church for video & graphic creation. The person in this role needs to have ongoing expansion in new techniques pertaining to video, graphics, practical knowledge, and the ability to lead and empower others into successful ministry.