



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Communications Video Manager
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	78%-96%
REPORTS TO:	Communications Director
SUPERVISES:	N/A

FUNCTION: South Central Conference communications video manager should provide video production as a sequence consisting of shots from the raw camera footage, dialogue, sound effects, and graphics to the Communications Team of the Conference. The individual would be responsible for the creation of content such as video clips and other media packages. The communications video manager will also be monitoring media and campaign coverage and attending internal and external events. The communications video manager should be an excellent communicator with strong attention to detail.

GENERAL RESPONSIBILITIES:

- Receives a brief, and or outline of footage, and/or a shot list, or screenplay for interpretation and editing.
- Sets up, adjusts, and operates audio/visual equipment such as cameras, film, sound, and video equipment.
- Operates and maintains sound and vision recording, mixing, and production equipment.
- Capture and record footage and video clips.
- Assembles all raw footage, with the camera shots either recorded or manually transferred onto high file formats in preparation for inputting into the computer.
- Inputting uncut rushes and sound and synchronizing and storing them into files on a computer.
- Digitally cuts the files to determine the sequence of the film and determine what is usable.
- Creates a “rough cut” of the program/production and determines the exact cutting for the next and final stages.
- Re-orders, manipulate, and or edits the content to ensure the logical sequencing and smooth running of the video.
- Maintains programming logs.
- Assists in any media productions.

OTHER

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- Other duties as assigned, required, or necessary.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in other departments beyond regular department, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.

Education & Experience:

- Bachelor's Degree in Communication, Marketing or related field with 2+ years' related experience, or 6 years related experience without a degree.
- Must pass a background check(s).
- An understanding of social media strategies and media relations.
- Experience with Final Cut Pro/Adobe Premiere, Apple Motion, and Macromedia Flash or equivalent.
- Strong attention to detail.
- Excellent organizational skills
- Above-average knowledge of various social media platforms, including Instagram, Twitter, Facebook, Snapchat, TikTok, etc.

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear, and grammatically correct way.
- Bi-lingual Spanish speaking, reading, and writing helpful.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors, and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.
- Must have excellent interpersonal skills and be able to interact with a variety of individuals.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages. (Microsoft Office required including Excel, Word, PowerPoint, Outlook)
- Familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus.
- Must be able to use a standard telephone.
- May have to use general office equipment including fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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