



NEW CASTLE
BIBLE CHURCH

Videographer Job Description

Position: Videographer

Reports To: Communications Director

FLSA: Non-Exempt (Hourly)

Job Type: Part-Time

JOB SUMMARY: The Videographer works closely with the Communications Director on all internal and external communications to consistently articulate the mission and values of the church. This position uses video and film to serve the worship of God and the engagement of our church family via video testimonies and teaching, ministry highlights, and special event communications.

SCHEDULE: To be determined

HOURS: 20 (should be available for special events, shoots, etc. as needed)

EDUCATION AND EXPERIENCE:

- Demonstrated competency in videography and cinematography
- Graphic Design and photo editing not required, but preferred

ESSENTIAL SKILLS AND ABILITIES:

- Working knowledge of photo editing and/or video editing software
- Working knowledge of video, lighting, and recording equipment
- Demonstrated competency with film color correction and grading
- Use knowledge and understanding of current trends in film media to effectively deliver content
- Ability to lead the production of a video from pre-production to post-production delivery
- Collaborates effectively with various staff and volunteer ministry teams
- Work on multiple projects in a fast-paced environment
- Communicate effectively using strong verbal and writing skills
- Maintain confidentiality, professionalism, and interpersonal skills relating well to all kinds of people
- Responds quickly to obstacles or complications
- Appreciates routine tasks but accepts interruptions graciously, troubleshooting as needed
- Ability to learn a variety of tasks/programs quickly
- Self-starter
- Ability to prioritize workload
- Receives constructive criticism well
- Hone your craft by staying up to date on graphic, film and commercial video trends, aesthetic, and new tools to leverage the message of the Gospel

RESPONSIBILITIES:

- Work with respective ministry leaders to lead film projects from storyboard concept to finalized post-production delivery in the following ministry areas of the church:
 - Video Testimonies (Sermon Series responses, Biblical Counseling, Outreach, Leadership Development, Baptisms, Parent-Child Dedications, Global Outreach Partner Updates, GO Care Team Updates, Giving, etc. etc.)
 - Website Discipleship and/or Church Philosophy Teaching Videos
 - Specific Ministry Promos (Sermon Series, Worship, ADEs, Life Groups, AWANA, Nursery, SS, Rooted, College, Ice Camp, Summer Camp, Game Nights, Phase4, Women's Bible Study, Men's Ministries, Weds Night Bible Study, GO S/T Teams, etc.) or Special Event Highlights
- Aid our live-stream video production and serve as a lead producer during Sunday morning worship
- Oversee camera volunteers and live-stream screen choice production on Sunday morning livestream
- Edit, finalize, and post all Sunday morning worship videos to online libraries (myncbc.org, app, Vimeo, Youtube, social media, etc.)
- Capture and edit selected clips from weekly worship service for social media highlights
- Select, purchase, and deliver God-centered and relevant countdown videos to worship production team
- Produce weekly Opening Welcome and Announcement videos using various church members
- Engage and participate in holistic leadership development through weekly staff meetings
- Other duties as assigned