



JOB DESCRIPTION

FILMMAKER | EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Filmmaker

EFFECTIVE/REVISED: Revised May 2022

DEPARTMENT: Creative Arts - Marketing and Communications **REPORTS TO:** Communications Director

LOCATION: Central Campus [specify: _____]

CATEGORY:

<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> DIRECTOR	<input checked="" type="checkbox"/> STAFF
<input type="checkbox"/> PASTOR	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-MINISTER

OTHER _____

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> WEEKLY HOURS
<input checked="" type="checkbox"/> EXEMPT	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-EXEMPT

01. Summary of Position:

The Filmmaker will be responsible for producing video content for weekend services and in promotion of Eastside Christian Church. The filmmaker is a primary Editor, with strong abilities in motion graphics. The Filmmaker should be willing to accept different roles (director, editor, writer, producer, etc.) within a larger production when collaborating with other team members. He or she will need to have a proactive work ethic, including a self-motivated drive for quality and creativity, and a passion for excellence in the video projects. Working effectively with the Creative Team on creative ideas, and sharing of workflow and work products (graphics, photography, audio, etc.)

02. Supervisory Responsibilities:

- Directly supervises any video interns and volunteer teams, and also partners with and leads vision for any Video contractors that we collaborate with.
- Carries out supervisory responsibilities in accordance with Eastside’s policies and applicable laws.

03. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.

- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have at least 2 years of editing experience using Adobe Premiere, After Effects, Photoshop, and other video editing programs with a strong skill set in Animation
- Must have 2 years of experience shooting with professional camera gear
- Should have a familiarity with working in a production environment and be willing to learn all facets of on-set production
- Basic understanding of online content distribution (Vimeo, Youtube, etc.)
- Knowledge of audio recording for use in film/video production
- Ability to produce and speak into storytelling style videos from start to finish
- Openness to critical feedback and willingness to collaborate with other filmmakers
- Ability to recruit, train, deploy, and lead volunteers
- Strengths of being self-motivated, detailed, organized, and a problem solver
- Strong written/oral communication and interpersonal skills
- Drive to pursue excellence

04. Duties and Responsibilities:

- Produce series trailers, bumpers, communion loops, lyric videos, pre and post service video content, and other content as needed for the weekend experience
- Collaborate and assist with planning and editing "Win" Moment videos, Life Stories, Vision Videos and other cinematic type pieces
- Support video projects for other ministries such as Build Community and Compassion
- Support workflow of senior pastor podcast
- Develop and present creative concepts for videos
- Edit and upload video recorded by our staff
- Take weekend service content and re-purpose for social media and streaming
- Organize and archive media in our content management system
- Work with Creative Arts project manager(s) to help ensure that all video assets are delivered on schedule
- Coach or interview people as needed during the filming process
- Will be responsible for assessing, purchasing and caring for film/video equipment. As well as overseeing the Studio spaces and working with other departments on scheduling studio time
- Create a culture of learning and leading on the team
- Attends and participates in weekly ministry and regular department team meetings.

Perform other responsibilities as assigned by the supervisor. Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

- During non-business hours he or she should be available for emergency work
- Other duties assigned

06. Extent of Personal Contact:

- Routine contact with Senior Pastor, Executive Director of Creative Arts, staff and volunteers
- Routine contact with production department
- Routine contact with church congregation

07. Physical Demands & Work Environment:

- Sitting for long periods of time (while editing)
- Setting up, carrying and operation of film/video equipment
- Must be able to drive own vehicle or an Eastside vehicle
- Must be willing to travel to film locations (i.e. Eastside campuses, individual homes, etc)
- Be available to work through the weekend if a project requires