



JOB DESCRIPTION

FILMMAKER | EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Filmmaker
DEPARTMENT: Creative Arts

EFFECTIVE/REVISED: Revised May 2024
REPORTS TO: Weekend Experience Producer

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

Eastside’s unofficial motto is “This Is For Everyone.” Eastside’s mission is to Pursue God, Build Community, and Unleash Compassion. If you’re looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership and is intentional about promoting a healthy staff culture, then Eastside might be the place for you.

As a Filmmaker at Eastside, your passion and craft for storytelling and dedication to video creation are vital to this position. Your willingness to accept different roles in order to create a diverse range of content is essential in effectively helping communicate Eastside vision and beliefs through each weekend service. Your creativity and attention to detail will be instrumental in helping to engage and inspire our community. By working together with the rest of the team, you will have the opportunity to create impactful and meaningful content that truly helps reach those far from God. We are looking for a team member who is passionate, team-oriented, and feels called to be a part of spreading Eastside’s mission through storytelling and filmmaking.

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 storyteller and editor, with moderate to strong abilities in motion graphics. The Filmmaker should be willing to accept different roles when

appropriate (director, editor, writer, producer, etc.) within a larger production while 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
- 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 strong story-telling intuition and experience
- Proficient in Adobe Creative Cloud
- Must have at least 2 years of editing experience using Adobe Premiere
- Experience in After Effects, Photoshop, and other video editing programs are a bonus
- Must have 2 years of experience shooting with professional camera gear
- Strong understanding of the power of music in film, and the ability to music edit to appropriately fit a project
- 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.)
- Working 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 staff filmmakers and contractors
- 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 life stories, "win moments", teaching series trailers / bumpers, communion loops, worship lyric videos, pre and post service video content, and other content as needed for the weekend experience
- Collaborates well with our video contractors
- Support and produce video projects for other ministries such as Build Community, Compassion, NextGen, Generosity, etc. as assigned by supervisor
- Be flexible during some weeks to work evenings and/or weekend service times in order to film baptisms, interviews, events, etc.
- Develop and present creative concepts for videos
- Edit and upload video recorded by our staff if needed
- Work with Social Media Team, taking weekend service content and re-purpose for social media and streaming if needed
- Organize, upload and archive media in our content management system

- Work with Weekend Experience Producer to help ensure that all video assets and revisions are delivered on schedule
- Coach or interview people as needed during the filming process
- Support workflow of senior pastor podcast , if needed
- 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.
- Any other Eastside work as assigned by supervisor

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 First Step (our assimilation class) 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 feedback and 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 Creative Arts 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