

Video Creation/Editing Team Leader Position Description

Position Title: Video Creation/Editing Team Leader

Purpose: The **Video Creation/Editing** team leader is responsible for leading the Video Creation/Editing team, who are responsible for the creation and post editing process of video.

- Champions the vision for and ensures the success of this team
- Manages the operations of this team

Qualifications:

General Qualifications

- Committed and growing follower of Christ
- Person of moral integrity with stable and healthy personal life
- Communicates effectively
- Interacts well with people
- Member at Grace Place church
- Team player

Specific Qualifications

- Well versed in the operation of the video camera(s)
- Technical knowledgeable of the overall Grace Place video system (i.e.; mixers, burners, switches, scan converters, etc.)
- Ability to edit raw video using a non-linear editing software (i.e.; Adobe Premiere)

Responsibilities:

- Reports to the Technical Services ministry leader
- Ensures the smooth operation of Video Creation/Editing ministry
- Resolves conflicts, establishes priorities when team members are not in agreement
- Recruits and appoints team members for positions on the Video Creation/Editing team, consulting with ministry leader when appropriate
- Understands and stays committed to the vision of their ministry
- Creates the vision, plan, goals, strategy and action plan for this team in consultation with the ministry leader
- Will adhere to the Grace Place Leader Covenant
- Seeks opportunities for leadership growth in this position
- Encourages leadership development for all members on this team
- Establishes and maintains the Video Creation/Editing training program for Grace Place
- Ensures each member of the Video Creation/Editing team is fully trained and qualified before they are asked to create, produce or edit a video clip to be viewed during a service.

Authority:

- Recruits and appoints team members, consulting with ministry leader when appropriate
- Recruits team members according to the Grace Place Leader Covenant
- Manages the execution of the Video Creation/Editing team
- Manages spending within this team in accordance with the approved budget and Grace Place Financial Management Procedures
- Can not obligate the church to a legally binding contract except in accordance with the Grace Place Financial Management Procedures

Accountability:

- Accountable to the Technical Services ministry leader and Worship Pastor for overall job performance, goal accomplishment and communication of program direction and plans.
- Accountable for the overall morale and welfare for the people on the Video Creation/Editing team.

Time Commitment Required: Approximately 4-6 hours per week

Duration of Position: 1 year

Training: To be provided as needed.