



Job Description

Position: Video Assistant

Reports to: Visual Director – Andy Burns

Schedule: Part-time (1,200 hours per fiscal year) / Hourly, Non-Exempt

To be determined based on assigned projects; Should be available for special events, shoots, etc. as needed; Some weekends may be required.

Employment

Classification: Administrator/Assistant (A)

Responsibilities and Requirements:

- Work with the Visual Director to lead film projects from storyboard concept to finalized post-production delivery
- Produce video and film for the engagement of our church family via video testimonies and teaching, ministry highlights, and special event communications (ie. Baptisms, Compass Online, Website/Communication projects, etc.)
- As schedule allows, be included in midweek online recording, sermon recordings, etc.
- Capture and edit selected clips from weekend services for social media highlights
- Working knowledge of Photoshop and Premiere editing software
- Working knowledge of video, lighting, and recording equipment
- 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
- Respond and adapt 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
- Receive constructive criticism well

Additional Requirements:

- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.