

VIDEOGRAPHER

Job Status: Regular Full time - Exempt
Reports to: Director of Communications

Department: Creative
Updated: March 2019

PRIMARY OBJECTIVE OF POSITION

- Create high quality videos to be used by PULSE that exemplify world class branding and creativity, and also adhere to the PULSE style guide including tone, energy, and technical aspects
- Serve as a part of the creative team to develop new ideas, conceptualize marketing campaigns, produce videos, and more
- Participate as a key contributor within the Creative Team

CORE COMPETENCIES

- Degree in film studies, cinematography, communications or related field
- Proven work as a videographer with a strong portfolio
- Solid experience with video equipment (e.g. cameras, lighting, audio, etc.)
- Solid experience with digital technology and editing software packages (e.g. Adobe Premiere, After Effects, Final Cut, etc.)
- Creative mind and storytelling skills
- Project management skills—ability to plan, schedule and handle multiple design projects for various departs of PULSE

RESPONSIBILITIES

Shooting Videos & Running Media Studio

- Determines what camera equipment is necessary and obtains equipment for in-house media studio
- Transports, sets up, and operates various production equipment including cameras, audio and video recorders, lighting equipment, and microphones for location and studio production
- Capture event footage and lead video team at major events
- Work with Digital Ministry team to conceptualize, shoot, and edit videos

Editing & Video Library Management

- Edit videos from both archived and new footage for promo videos, recaps, messages to donors, and more
- Design after effects as needed including motion graphics, layout, and animation
- Prepare videos for multi-media formats including web and other digital distribution mediums
- Create system for archiving past footage and manage video library



Creative Collaboration

- Working with Art Director and various campaign directors, conceptualize videos for promotion, live events, social media and more
- Hire freelance videographers and other contractors as needed for various video projects
- Be an active part of our Creative Incubation team—regularly contributing new ideas and direction for our programs, events, and online platforms

Organizational Responsibilities

- A follower of Jesus and in agreement with the PULSE Statement of Faith, vision and mission.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Team player and leadership skills in project management with strong interpersonal skills to oversee all necessary development, troubleshooting, and timely resolution to all technical aspects of PULSE.
- Professional demeanor and approach

Other Responsibilities

- Engage in personal and team development opportunities presented by PULSE Leadership.
- Follow all policies and procedures outlined the PULSE employee manual.
- Assist and perform any and all other duties as assigned.