



**Job Title:** Creative Arts Filmmaker, Campus Services

**Job Status:** Full Time

**Department:** Campus Services: Creative Arts

**Reports to:** Creative Arts Director

**Positions Supervising:** None

**FLSA Status:** Exempt

**Description:**

The role of *Creative Arts Filmmaker* is one of both storytelling and management. We are looking for a candidate that is as strong in creative process as they are proactive in administration. Primarily, this role will own story and video projects, starting with concept and track all the way to archiving the assets. Responsibilities include shooting and filming with cameras like the Canon C300, project management, and incorporating volunteers to assist and grow their knowledge of production. Candidates also need to show an experienced background in post-production and editing. This storyteller will need to have numerous skills required of a competent videographer both in technique and in sensibilities for a church-environment that targets unchurched people.

**Essential Functions:**

**Producing** will require you to treat each video as an assignment, but as your own passion project. Required skills to accomplish this includes:

- An eye for details
- Proven ability to multi-task
- Strong leadership skills to influence and collaborate with staff up, down and across the organization as well as the ability to effectively lead volunteers

**Filming** will require you to capture emotion through the lens of a camera. You will need to have, and be able to articulate your intentionality for lighting design and camera work, and can set up studio and field lighting in various settings.

**Editing** – A good editor allows the story to determine the style. Your assignments demand a level of mastery over visual and audio mixing, motion graphics, online content, compressions and codecs, data asset management, and distribution.

**Stewardship:** Creativity is not born out of chaos, therefore the video department to be responsible for keeping their work environment orderly.

**Administration** – As part of the Creative Arts team you will be a contributing member in various meetings. You will also be expected to show respect to others through timely and effective communication, regardless of the medium.

**Desired Qualifications/Skills:**

- Bachelor's degree or equivalent college degree, or a minimum of 4 years of professional video/film production.
- Bachelor's degree or equivalent college degree, or a minimum of 5 years of professional editing experience.
- Skillful knowledge of field cameras, including but not limited to Panasonic and Canon models.
- Adobe Suite: while Premiere and Audition experience is a must, an understanding in After Effects, Photoshop, and/or Illustrator would be excellent as well.
- Aptitude for scheduling and conducting interviews toward stories that emotionally move people both in content, look and style.
- Adept at using Google tools to manage one's time, documents, correspondence, and calendar.

**Desired Strengths:**

- **Proactive:** ability to manage one's own calendar, communications & projects. Doesn't wait on others.
- **Problem-solving:** often the tools or resources are not at our fingertips, this position needs someone with the tenacity for finding solutions and workarounds to getting projects closer to the goal.
- **Creativity:** be able to talk about your creative process. How do you brainstorm ideas & bring them to fruition? But be flexible enough to fit other forms of creative process as well.
- **Excellence** (not perfection): the goal is for the touchdown, the win. Sometimes we'll reach the 2-yard line, but that's not the goal. We are looking for an individual who wants to see their work and art taken all the way to full impact!
- **Ownership:** treating each project as if it's your own.
- **Open-handedness:** As creators, we know we were created in God's image and under his authority. We hold an open hand on our work & art, including within the hierarchy of leadership God has placed over us. (Rom. 13:1, Heb. 13:17)

### **Working Conditions and other information**

- **Sunday through Thursday schedule** with added responsibilities for holidays and special events as assigned
- **Required Tuesday morning attendance** (alternating Life Group/All Staff meetings for all full-time employees' regular employees & part time if required by manager- ongoing)
- **Easter-** all hands on deck Saturday Eggpalooza & Saturday/Sunday services for all part time & full time regular employees who normally average 20+ hours per week.
- **Christmas-** all hands-on deck for our Christmas services for all part time & full time regular employees who normally work 20+ hours per week \*
- **\* 1<sup>st</sup> 3 Christmases and Easters:** All full-time and part-time regular employees working 20+ hours per week are required to work their first 3 Easters and Christmases on staff. After their third year, an employee may request Easter and/or Christmas off once every three years.
- **Annual All Staff Retreat** - dates subject to change but typically fall on a Monday/Tuesday mid-May.
- **Superbull-** all hands-on deck for Saturday/Sunday services during Superbull for all part time and full time regular employees who normally work 20+ hours per week.
- **Annual leadership community-** dates subject to change but typically fall on a Friday &/or Saturday mid-August.
- **Monthly Leadership Community-** each campus will be holding a leadership community once per month. All staff is required to attend the leadership community at the campus they attend. Campus Services should go to the campus in which they currently lead. If they aren't currently leading, they should check with their manager or Executive Pastor, Campus Services.

*Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Gateway Church, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, disability, pregnancy or any other protected characteristic as established by law.*

*As a religious institution, it is important that all employees of Gateway Church practice the same beliefs of the church. We therefore reserve the right to exercise this bona fide occupational qualification (BFOQ) in determining which applicants are best suited for positions at our church.*

*This policy of Equal Employment Opportunity and the related BFOQ applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.*