

**JOB DESCRIPTION**  
**MANAGER**  
**CAMPUS: BATH**



**Ministry Area:** Communications

**Ministry Position:** Video Manager

**Time commitment:** 40 hours per week, full-time salary, exempt status

**Reports to:** Leigh Ann Hradil, Director of Ministry Operations

**Position Overview**

This position will oversee video projects at the Bath Campus. The role includes working with other departments to equip them to create videos for ministry purposes as well as building volunteer teams. This position will work closely with the Director of Branding.

**Essential Job Functions**

- Manage and/or develop video projects to meet the overall goals of the pastoral staff and their ministries.
- Build and co-lead volunteers to help capture the life of the church and deliver regular stories of life-change for a variety of outlets and purposes.
- Develop processes to train staff and volunteers to use video to engage and broadcast the message of the church.
- Work with the communications team to develop content for marketing and social media.
- Manage and maintain equipment used for the creation of video and media.
- Manage the execution of creative video elements included in weekend services.
- Manage the production of online experience for weekend services under the direction of the Lead Pastor of Campus Culture.
- Stay up-to-date on current communication strategies and trends to implement them when relevant for Grace keeping focus on the target audience for weekend service, the 24 year old.

**Specific Requirements**

- Extensive Experience in the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, After Effects).
- Bachelor Degree in Visual Communications and/or comparable experience.
- Working knowledge of video production.
- Ability to communicate/lead volunteers through the creative process.
- Ability to manage projects.
- Familiarity working within current methods of communication.

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

### **General Requirements**

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

### **Measured By:**

- 30-60-90 day and annual review by the Director of Operations.
- Input from staff and volunteers.