



the grainery church

POSITION DESCRIPTION

Position Information	
Job title: Videographer	Reports to: Media and Communications Coordinator
Team: Media and Communications	One up Manager: N/A
Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date updated: August 2020
Key Relationships: <ul style="list-style-type: none">• Executive Manager• Media & Communications Team• Other Grainery staff	Hours per week: TBC: Between 2 and 3 days per week. (15.2 to 22.8 hours per week)

Primary Purpose
The Videographer is responsible in overseeing all video production with the Grainery Church, in conjunction with the Grainery Media and Communications team.

Key Accountabilities
<ul style="list-style-type: none">• Responsible for all aspects of audio-visual media production at The Grainery including content creation, recording, editing and publishing.• Creator of visual stories that connect and inspire people within the church and the wider city, for use on digital channels including online services, the website and social media.• Assist the Media and Communications team with promotion of events, campaigns and activities through the creation of audio-visual media including video and photography.• Oversee video production of weekly online services• Liaise with external contractors as needed to ensure work is delivered on brand and within agreed timeframes and budget• Ensure all equipment and software is maintained and kept up to date• Train and oversee volunteers in this area of the Ministry• Other relevant duties as required

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Job Specific Skills, Knowledge & Qualifications, Experience

<p>Skills</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Visual communication and design skills • Technical skills in relevant software • Ability to produce meaningful and effective visual stories • Strong interpersonal skills in order to develop and manage relationships with internal staff and external contacts • Creative thinking and problem solving ability • Ability to work productively to deadlines within a team environment • Ability to engage effectively with a variety of stakeholders <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to photograph • Ability to create motion graphics for screen
<p>Knowledge & Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Qualifications in multimedia, IT, design, film or related field. • Knowledge of audiovisual production process • Knowledge of digital/online production process <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of current creative trends and technologies
<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in a similar role <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working for a Christian ministry or not-for-profit organisation

Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to The Grainery Church and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of The Grainery Church.
- At all times act at a high standard of professional behaviour.
- Not act, or be seen to be acting, in conflict with the best interests of the Church.
- Be an active part of whole church events.
- Always strive for clear and reliable communication internally within own ministry, and externally in communicating with all leaders, staff, and other individuals.
- Practice responsible time management.
- Work effectively within teams.
- Strive to complete all weekly tasks, including those extra tasks allocated to you during staff/ ministry specific meetings, and if unable to complete, communication of this is provided to those involved.

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- Show respect to all Grainery ministries, always working alongside other ministries towards the greater vision of The Grainery. This includes being respectful of all church resources and room usage.
- Ensure to follow correct administrative and organizational processes, for example working within the church's event calendar; seeking approval for events, rearranging spaces/rooms back to the original state after use.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within your ministry.

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