

IPHC Global Ministries Center

Video Specialist Job Description



Summary/Objective

The Videographer leads video production and visual storytelling for the GMC, transforming the vision, ministries, and impact of the IPhC into compelling video content. This position manages projects from initial concept through final delivery and helps ensure that every production reflects the mission, voice, and visual identity of the church.

Essential Functions

Reasonable accommodation is available to enable individuals with disabilities to perform the essential functions.

1. Collaborating with the Chief of Communications and divisional Communications Directors to develop concepts, scripts, interview questions, and production plans.
2. Filming and editing promotional videos, testimonies, interviews, documentaries, ministry updates, training resources, event recaps, and leadership messages.
3. Managing lighting, audio, camera operation, motion graphics, color correction, and other technical aspects of production.
4. Capturing major GMC events, ministry initiatives, leadership gatherings, mission trips and stories from across the IPhC.
5. Organizing, maintaining, and archiving video footage and production assets for future use.
6. Maintaining video equipment and recommending future equipment or production needs.
7. Creating platform-specific versions of content for websites, social media, presentations, events, and other distribution channels.
8. Coordinating outside production partners, freelancers, or local teams when additional support is needed.
9. Staying current with production techniques and emerging media trends that could strengthen IPhC storytelling.

Competencies

1. Communication Proficiency.
2. Collaboration Skills.
3. Global and cultural awareness.
4. Competent in video production procedures, practices, techniques, and terminology.
5. Extensive experience with the Adobe Creative Suite, Premiere Pro, After Effects, and Photoshop.
6. Knowledgeable of production equipment operation including mirrorless cameras, recorders, audio recording equipment, stabilization, file compression, video switching, graphics manipulation, lighting, and post-production editing.
7. Personal effectiveness, credibility, and confidentiality.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, copiers, printers, scanners, and utilizes photography/videography equipment and software.

Physical Demands

The physical demands described here are representative of those required of employee to successfully perform the essential functions of this job. This is not a sedentary role and routinely requires transporting photography and videography equipment. This would require the ability to lift, carry up to 50 pounds, and bend or stand on a stool as necessary.

Position Type

This is a full-time, hourly, nonexempt position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm with adequate flexibility. This position is amenable to the Chief of Communications.

Travel

This position routinely travels domestically and occasional internationally.

Required Education and Experience

1. High School Diploma and some college.
2. Five years of experience in the field of film and video production.

Other Duties

Please note this job description does not cover or contain a comprehensive listing of required activities, duties, or responsibilities of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Disclaimer

Neither this job description nor the GMC Employee Handbook are not employment contracts, but an at-will employment arrangement. The GMC does not agree to provide you employment for any definite length of time, and you do not agree to employment for any definite length of time. Either party may terminate the employment relationship without notice, although each agrees to give the other party two weeks' notice if possible.

Signatures

All levels of management have approved this job description.

X

Supervisor

X

Human Resources

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

X

Employee