

## Media Department - VIDEO EDITOR

**Regular Office Hours:** 37.5 hours weekly Mon – Thurs

**Position Reports to:** Media Manager

### General Directives/Duties

- Demonstrates a commitment to the values of Jerry Savelle Ministries International. Must live a life that exemplifies Christ and Biblical values – attends church regularly
- Understands and maintains the responsibility of Media Department personnel is to respect and perform relative duties to further the vision of JSMI and HFCC, its' President, CEO, Directors, and all staff and understand that they are a vital part in the fulfillment of it
- Fully grasps that media exposure is integral to Jerry Savelle Ministries International reaching the widest possible audience
- Recognizes that there may be areas of work required that are outside the scope of one's skill level and/or training, which means the employee is expected to develop or learn those skills. Personal growth and development with an interest in learning, coupled with a "can do" attitude, is a **must**
- Able to multi-task as required and utilizes creativity, communication, and problem-solving attributes
- As a Video Editor, the essential responsibilities include, but are not limited to, assembling video footage, applying artistic editing techniques, and creating finished, broadcast-worthy projects that accurately reflect the vision of the production director
- Exemplifies knowledge and expertise in modern video editing techniques, and visual directorial concepts, and works according to and in conjunction with a stringent time schedule
- Operates and/or learns to operate video equipment for studio TV recordings and/or productions
- Sets up and operates audio and video equipment for various meetings/recordings
- Participates in the success of JSMI's major outreaches and/or annual events including but not limited to: the President's Cabinet/Vision Event, HFMA Annual Conference, and SWBC Conference

### Requirements

- Must live a life that exemplifies Biblical values
- Minimum of high school diploma - associate's or bachelor's degree in film studies, cinematography, or 2+ years of experience in a related field
- Superb verbal and written communication skills
- Excellent organizational skills, self-motivated, and takes initiative
- Upholds confidentiality agreement of JSMI/HFCC business
- Detail-oriented and able to manage multiple tasks with tight timelines and prioritize efficiently
- Willing and capable to work overtime on an "as needed" basis
- Adapts and responds quickly to multiple moving elements within simultaneous tasks and/or evolving projects
- Able to work in an active environment and maintain focus
- Must be knowledgeable with editing software, including Adobe Premiere and Audition  
Experience is a plus but not required with Adobe After Effects, Final Cut Pro X, Avid Media Composer, and Lightworks
- Well-rounded with knowledge of Television and Online broadcast standards and procedures
- Committed to continual learning and implementation of current creative methods/styles

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.*