

Concord Church Position Description
Job Title: Video Engineer
Reports to: Production Manager
Updated: December 19, 2016
Non-Exempt

General Summary

This position is responsible for the overall management of Concord Church's video technology capabilities by managing video assets, archives, and performing post-production tasks.

The Video Engineer exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Supports, maintains, and oversees church-wide "live" video production.
- Handles video and/or audio editing, encoding, and video asset/archives management.
- Performs other post-production tasks as required.
- Provides overall technical support to the Video Division of the Multimedia Ministry.
- Assists with live audio production, equipment maintenance, and volunteer training.
- Participates in the creative process for planning and executing weekend services and special events.
- Performs/supervises video equipment installation and maintenance, including but not limited to calibrations, replacements, and upgrades.
- Acts as an operator/engineer for live video broadcasts.
- Coaches, cares for, and oversees applicable Production Department volunteers.
- Manages all video and/or editing, encoding, and managing video assets and archives and performs other post-production tasks.
- Tracks equipment inventory and makes purchase recommendations.
- Supports staff members and volunteers with all computer hardware support requests.

- Provides assistance to users with software and system issues.
- Assists with configuring and deployment of PCs, laptops, Macs, and mobile devices.
- Assists with IT documentation updates and maintenance.
- Analyzes ongoing technical issues and suggests steps for resolution.
- Assists with software updates, printer issues, and office technology set-up.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no supervisory responsibility.

Education and Experience

This position requires a high school diploma or GED. A Bachelor's degree in video production, cinematography, or a related field is preferred. A minimum of 2+ years of experience of related audio/video experience is required. Experience operating 2ME switchers in a live environment and 3CCD and DSLR video cameras and accessories is required. Basic knowledge of MS Office is required. Knowledge of networking HTML, JavaScript, and A/V Network Controls Systems design and installation is a plus.

Physical Requirements

An employee in this position primarily works in a production or stage environment, and uses computers, calculators, phones, and other office equipment to do sound and video editing. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers. Must be able to lift up to 50 pounds and move equipment such as cameras and lighting. Must be able to climb ladders and work at heights of 50' or more on catwalks. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

No travel is required for this position.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.