



## MINISTRY DESCRIPTION

**Title:** Filmmaker

**Division:** Communications

**Working Group:** Communications

**Reports to:** Coordinating Producer

**Schedule:** Regular, full-time

**FLSA:** Exempt

### **Ministry Function:**

The Filmmaker supports the ministry of Convoy of Hope by planning, shooting, and editing photos/footage in domestic and international settings to show the organization's stories.

### **Essential Duties & Responsibilities:**

A Filmmaker is part director, part producer, and part editor. This individual will serve and support all departments of the ministry by shooting, editing, and creating videos – ensuring all media content aligns with brand standards.

1. Responsible for trip planning, pre-production, scripting, storyboarding, building sets, shooting (on the field and in the studio), audio mixing, editing, graphics creation, and production of final deliverables.
2. Work with Coordinating Producer and other team leaders on media projects, as needed. This could include photo shoots, film shoots, video graphics projects, Photoshop projects, duplication projects, and others.
3. Manage, organize, and process photos and footage post-shoot, establishing good working knowledge of archives.
4. Keep all video and photo equipment organized and in good repair and updated within industry standards.
5. Lend creative and visionary input to other team projects, as necessary.
6. Other projects as assigned by the Coordinating Producer.

### **Required Knowledge, Skills & Abilities:**

1. Bachelor's degree is preferred; High school diploma or equivalent is required.
2. 3+ years experience working in video production with an emphasis on experience in shooting and editing, preferably with decision-making responsibilities. Advanced knowledge of computer editing software such as After Effects, Premiere Pro, Audition, Photoshop, and Bridge. An advanced knowledge of Macintosh computer systems.
3. Good analytical abilities in a media production environment. The ability to work effectively with the Video Services Director to enhance Convoy of Hopes Media production quality.
4. Ability to shoot, produce, direct, and edit video projects without immediate supervision.
5. A solid working knowledge of the video production.
6. Good people skills. The ability to interact and get along with various types of people in a positive work environment.
7. Ability to positively contribute to team projects and work with other team members.
8. Ability and willingness to travel domestically and internationally with very little notice.
9. Possess a valid driver's license and method of transportation for pickup and deliveries.

10. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:**

Freelancers and interns, as needed.

Created: 06/01/14

Revised: 04/12/17

Revised: 07/12/18

Revised: 05/11/20