



## JOB DESCRIPTION

**Position Title: Editor**

<b>Date of Issue:</b>	July 2020
<b>Department:</b>	Creative & Visual Arts
<b>Responsible to:</b>	Video Production Manager
<b>Direct Reports:</b>	N/A
<b>Location:</b>	Putney Office
<b>Type of Position:</b> <input type="checkbox"/> Tue-Fri & Sunday <input checked="" type="checkbox"/> Mon-Fri	<b>Status:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Intern

### **Summary of Position:**

Working with the Video Production Director and other editors, you will film and edit key stories, testimonies, reports and Hillsong UK campaigns.

Your main responsibilities will include:

- Produce content
- Film and editing features, testimonies and campaigns
- Film and edit giving/tithe videos
- Oversight of Church equipment (making sure all equipment is accounted for)
- Oversight of Studio (kept tidy & used by departments in Church)
- Create motion graphics for relevant videos
- Create motion graphics for YouTube or TV shows
- Contribute to weekly pre-and post-production meetings
- Train volunteers and help to nurture their development
- Contribute to opportunities to develop additional film content

You will be someone who is creative and editorial by nature, and enjoys collaborative work with others in a team.

You will have a strong understanding of post-production workflow and the ability to provide recommendations to processes and workflow to increase efficiency.

You will have good knowledge of contemporary cameras, file formats, codecs and their proper handling in post-production workflow.

This role will require communicating at a high standard within a structured & fast paced working environment.

You will be resourceful, responsive, and enthusiastic to get the job done.

You will have experience in cutting branded content in documentary and scripted formats.

You will have experience in the finishing process for digital and broadcast, as well as an interest in keeping up on the latest trends and evolution of technology in our industry.

You will have a working knowledge of industry standard equipment and understand it's care and maintenance.

This is a Monday to Friday role, however this role requires contribution to health and growth of Video Production Team.

Key Result Areas:	Description:
<b>Video Production Department</b>	<ul style="list-style-type: none"> <li>• Provide support for other members of the department with their projects.</li> <li>• Contribute to Video Production Team</li> <li>• Maintenance of film equipment</li> <li>• Contribute to weekly Departmental meetings</li> <li>• Actively contribute to building and maintaining relationships with our volunteer team</li> <li>• Attend regular mid-week Department &amp; Team nights</li> </ul>
<b>Hillsong Channel</b>	<ul style="list-style-type: none"> <li>• Provide support to Hillsong Channel, when required.</li> </ul>

## **GENERAL POSITION REQUIREMENTS**

### **1. General Responsibilities**

You the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties.
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- c. Comply with all lawful directions given to you by any person duly authorized from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behavior;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;
- g. Contribute to the Social Life / Community of Church.
- h. Contribute to the 'Sunday experience'.
- i. Commit to developing and investing in leaders and team.
- j. Actively invest in Personal Development

### **2. Character and Personal Qualifications**

Being a staff member of Hillsong Church London, the following are necessary:

- a. Relationship and commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;

- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

### **SKILL & EDUCATIONAL REQUIREMENTS**

- 1 year + experience in video/film production as an editor
- Solid proficiency of Adobe Creative Cloud suite of programs (i.e. Premiere, After Effects)
- Able to implement provided graphics and titles, and ideally the ability to create original graphics/animation
- Knowledge of DSLR filming process and workflow
- Must demonstrate an understanding of storytelling, design, and the editorial processes
- Creative and self-motivated individual
- Adept at organizing projects, managing workload for multiple projects, and meeting deadlines

### **ONGOING VISION**

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting a staff role must understand that "ongoing change" will always be a part of this Church, and therefore must be flexible, open to challenge and willing to move and grow with that ongoing vision.