

JOB DESCRIPTION

Media Specialist - Videographer

Classification: Seasonal

Reports to: Project Manager

Minimal Qualifications:

- Active Christian faith
- At least one year of college completed
- Ability and will to perform in potentially strenuous physical activities (hiking, camp-outs, etc.)
- Comfort with building Christian community by leading, teaching and equipping others
- Ability to work well with and supervise others
- Experience with video equipment and editing software (preferably with Final Cut Pro)
- Experience with sound systems and projectors

General and Specific Responsibilities:

- Create a weekly video by Friday morning
 - Film many different activities
 - Edit the video using Final Cut Pro
 - Ensure video is appropriate and reflective of Glisson's mission
 - Burn DVDs for campers and parents to purchase
 - Set up and operate video projection and sound equipment for Friday Celebration
 - Sell weekly DVDs at Friday Celebration
- Create a staff video by the end of the summer
 - Video staff throughout the summer
 - Keep videos organized
 - Burn copies for all staff
- Create media projects
 - Collaborate with Project Manager
 - Make special promotional videos
- Dually responsible (alongside Photographer) for media equipment
 - Manage all media equipment (video cameras, still cameras, projectors, sound systems, projection screens, tripods, etc.)
 - Check in and check out of equipment
 - Keep and update inventory of equipment
 - Repair faulty equipment
 - Inform Project Manager of any broken equipment or purchase needs
 - Maintain a clean and healthy media office
- Help lead worship (this item is in all job descriptions)
 - Seek out music (e.g. guitar, voice, etc.) and/or non-music (e.g. drama, scripture, etc.) worship leading opportunities
 - Collaborate with Worship Coordinator to organize worship leading efforts (people, equipment, facilities, etc.)
 - Guide living groups in chapel planning; facilitate an environment in which campers participate in worship leading
- Active Summer Leadership Team member
 - Affirm and support the ministry at Glisson Camp & Retreat Center
 - Ultimately be in a supportive role to the counselor to campers ministry

- Attend the Support Leadership Team retreat
- Attend and help lead Pre-Camp weekend
- Prepare for camp during the Spring through on site meetings and online/phone discussions
- Help to prepare and lead summer staff training
- Help to assure adherence to camp policies and procedures
- Attend and contribute to Support Leadership Team meetings
- Be available to assist counselors at any time
- Make announcements at meal times
- Perform night watch duties
- Attend and contribute to the Post Camp weekend
- Complete Challenge Course facilitator training and facilitate the course as needed
- Complete archery facilitator training
- Complete Low Elements training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.