



Title: Video and Creative Arts Assistant

Job Summary

The Video and Creative Arts Assistant is a member of the Worship Ministry Team. He/she provides Video and Creative Arts support for the Worship Ministry Team.

Character and Christian Lifestyle Expectations

1. Adheres to the NCBC Constitution, including the Statement of Faith, with a lifestyle that exhibits both true Christian love and personal holiness in ministering to others
2. Regular worship attender who maintains spiritual disciplines such as a devotional life of prayer, Bible study and scripture memory
3. Supports the spiritual and leadership development of others
4. Actively develops relationships with others in order to help them find and follow Jesus
5. Contributes finances, influence, skills and time in a generous manner with a view toward the continuation and promotion of the local and global ministry of spreading the gospel and discipleship

Specific Job Duties

1. Supports the mission, vision and values of New Covenant by implementing the vision, strategies, methods and goals of the Worship Ministry Team
2. Represents the Worship Ministry Team in an effective and collaborative manner
3. Facilitates the administration of the annual budget for the Worship Ministry Team
4. Participates in Worship Ministry Team meetings and other required staff events
5. Collaborates and assists in providing Worship Ministry Team resources to team leaders, volunteers, members and attenders throughout the church
6. Create original video content such as sermon bumpers, baptism and testimonial videos, web and social media video content and promotional videos
7. Work closely with Worship Pastor and Communications Team to match video and branding content for each sermon series including stage and lighting design, motion worship backgrounds and bumper videos that match the theme and color scheme of the sermon series branding
8. Manage video content library including uploading and storage of created and purchased content as well as archival footage of services, events and key meetings
9. Function in various roles as part of the production team and processes sharing ideas, concepts, and best practices with a team of editors and creatives
10. Performs other duties as assigned

Knowledge, Skills and Abilities

- Ability to work collaboratively demonstrating friendly interpersonal skills is required (1 Corinthians 1:10)
- Ability to be flexible when working on tasks while maintaining composure is required (1 Corinthians 9:19-23)
- Ability to clearly see how job duties and tasks advance the New Covenant mission is required (1 Corinthians 10:31-33)
- Ability to maintain confidentiality is required (Proverbs 11:13)
- Ability to use equipment and software to shoot and edit videos and photos required
- A basic understanding of production and the post-production process, equipment and technology is required
- Familiarity with Apple computer technology, Vimeo, Resi, Jands Vista, ProPresenter, Planning Center and Adobe Creative Cloud (Premiere, Photo Shop, After Effects) preferred
- Knowledge in motion tracking, keying, color correction and typography preferred

Education/Experience

A Bachelor's degree in video, production or creative arts is preferred

Three years of video, production or creative arts experience is preferred

Reporting Relationships

Reports to: Worship Pastor/Director

Physical Activity Requirements

	Very Frequent (100-75%)	Frequent (74-50%)	Occasionally (49%-25%)	Seldom (24-0%)
Balancing		X		
Climbing			X	
Crouching		X		
Feeling		X		
Fingering	X			
Grasping		X		
Handling		X		
Hearing	X			
Kneeling			X	
Lifting (light)		X		
Lifting (heavy)			X	
Pulling			X	
Pushing			X	
Reaching		X		
Repetitive motion			X	
Sitting	X			
Standing		X		
Stooping			X	
Talking	X			
Walking			X	

Signature

Date