

Video Editor

Status: Full Time

Classification: Central Staff

Prepared by: Chris Van Dijk

Working Days: Varies

Context

The Meeting House is a church for people who aren't into church. Through our network of locations we seek to proclaim the irreligious message of Jesus and invite people into loving community where they can join our shared mission and learn to live this message in daily life.

Role

The Video Editor's role is to edit videos produced by The Meeting House into final completed video products, as well as producing less involved video projects through production and post-production and providing general assistance to overall video production as required.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Strong creative video editing skills demonstrated in an outstanding portfolio
- Proficient with Final Cut Studio (Final Cut Pro, DVD Studio Pro, Compressor)
- Familiar with industry tools including Photoshop, Illustrator, Adobe After Effects Acrobat, Microsoft Office
- Experience with project and data management with large and complex editing projects
- Extensive experience with video editing in a broad range of styles
- Experience with creating motion graphics is an asset
- Experience with Color Correction and online edits is an asset
- Have a creative eye, and comfortable filming simple video projects if needed
- Able to work within existing brand guidelines
- Strict attention to detail
- Able to work alone or on a team to deliver on time

Responsibilities

- Edit all assigned videos including all curriculum, promotional, and teaching videos
- Oversee final editing and transfers to online hosting for all videos and podcasts
- Maintain a consistent look and feel across all videos that align with the ethos of The Meeting House
- Support video production for curriculum or promotional videos as required
- Develop motion graphics as required
- Complete projects on time and accurately
- Work with other communications team members to ensure seamless interface between all elements of graphic design and video editing
- Adheres to all broadcast and professional standards and ensure that all work is output to the highest quality standards possible.

Relationships

Reports to: Chris Van Dijk, Video Production Manager

Role Expectations

- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Overall positive annual 360 evaluations
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Actively seek solutions to problems and seek ongoing improvements and innovations within the scope of this role