



## ZION CITY

### JOB DESCRIPTION

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New  
Revised

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Full Time  
Part Time

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Exempt  
Non-Exempt

**Date Prepared:** March 2022

**Job Title:** Video Director

**Employee:**

**Department:** Live Production

**Oversite:**

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#### I. Summary of the position:

The Video Director is responsible for managing and overseeing all Live Production video projects for Zion City. The Video Director works on the Live Production team and with internal staff, and contractors to coordinate, develop, and execute all Live Production video related platforms, programs, and technologies. The Video Director also works to install and upgrade any and all campus video systems.

#### II. Experience and Knowledge Required:

- Minimum 2 years experience in a Video Director or equivalent leadership role.
- Extensive knowledge of overseeing video production technologies and capabilities with an understanding of online/livestream video ministry techniques and advertising principles.
- Experience using related resources, vendors, and contractors for project completion.
- Ability to train others specific video ministry content and technology related subjects, apps, and products.
- Positive approach to quickly handle, troubleshoot, and solve technical needs/concerns.
- Ability to think ahead, anticipate needs and offer creative solutions. Strong attention to detail and accuracy.
- Ability to use discretion and understanding in relation to a ministry-conscious environment.
- Professional, credible and commitment to high standards, and personal accountability.
- Ability to lead, problem solve, and tell a story effectively through various video equipment and platforms.
- Able to manage multiple projects simultaneously while meeting deadlines.
- Ability to learn new software/plugins.
- Experienced video production in a live production environment.

#### III. Essential Functions and Responsibilities:

- Provide oversight, leadership, and direction for all related video platforms and projects.
- Partner with oversight and staff on project planning and program development
- Work with oversight to develop vision, strategy, and budget for all video elements of services and special events.
- Maintain video equipment and anticipating future needs for obtaining or upgrading gear.
- Provide guidance and feedback on related projects to oversight, staff, contractors, and volunteers.
- Maintain awareness of the changing world of video production, including what leading churches are producing.
- Organize weekly tasks and communicate with oversight and team on current and upcoming projects.
- Evaluate video production/processes. Update communications, reports, and maintenance of video platforms.
- Help train volunteers on video programs and app related platforms for the campus service experience.
- Assist with all aspects of video services including maintenance, applications and events including pre-service meetings, operation of production equipment, and coordinating in-service transitions.
- All other duties as assigned.

#### **IV. Attributes:**

- High-capacity - Self-directed individual. Comfortable working independently with limited supervision.
- Highly collaborative, organized leadership with ability to multitask and work well with others as a team player.
- Attitude and heart of a servant, enjoyable to be with, and devoted to the call of God and vision of Zion City.
- Trustworthy, faithful, and life-giving
- Task-oriented with a drive to pursue excellence
- Strong written/oral communication and interpersonal skills
- Out-of-the-box thinker with a creative mindset
- Life-giving spirit and attitude

#### **V. Supervisory Responsibilities:**

- Assigned Staff
- Volunteers

#### **VI. Physical Demands:**

- Sitting/Standing for extended periods of time while directing live services and viewing computer content.
- Frequent light lifting with times of occasional moderate lifting
- Occasional bending, stooping, kneeling, twisting, reaching, pushing, pulling motions
- Ability to drive personal or church vehicle

#### **VII. Routine Personal Contact:**

- Regular interaction with Pastors, Zion City staff, volunteers, and guests/visitors.
- Outside churches, contractors, vendors, and community partners.

*\*This description is not all inclusive, and other duties may be assigned as necessary.*

*Zion City does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches. Zion City does discriminate on the basis of religion.*

*Employment Requirement: Zion City Staff are expected to be or become a partner of Zion City upon employment and have completed or committing to complete Zion City Next classes within 90 days of employment.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor/Oversite Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_