

Full-time, Exempt Position
Department: Creative
Directly Reports to: Creative Ministries Pastor

The Filmmaker supports the Mission of Emmanuel by overseeing all aspects of creating original content that communicates the mission and story of Emmanuel.

Essential Responsibilities:

The Filmmaker is required to perform a range of duties including, but not limited to:

- **Work independently as well as with a team to develop creative video ideas**
 - **Work directly with the ministry leader(s) and come together to create a vision and strategy for each project**
 - **Develop concepts into concrete ideas, strategize story elements, visualize shots, create storyboards, etc.**
 - **Scout potential film shoot locations**
 - **Write scripts, screenplays, interview questions, etc. if necessary**
- **Create videos--produce, design, script, light, shoot, edit and add special effects**
 - **Work efficiently and professionally in the film studio and on location**
 - **Handle equipment rental and purchases**
 - **Keep projects within the necessary budget, while allocating resources correctly**
 - **Report project statuses to the team as needed**
- **Handle several film projects in different stages of production at any given time**
- **Have the ability to function in various roles on a per project basis. This includes Director, Camera operator, or Editor**
- **Able to be flexible for the occasional evening and weekend shoots**
- **Able to adapt to changing priorities and competing deadlines**

Other Requirements:

- **Individual will complete responsibilities in accordance with the organization's policies and applicable procedures as assigned. Ability to travel and other duties as assigned**

Qualifications:

- **Should have at least 3yrs related experience**
- **Any combination of education and training giving the ability to perform responsibilities described**
- **Self-motivated with strong attention to detail**
- **Strong time management and problem solving skills**
- **Proficiency in art and graphics using tools such as Adobe Photoshop and Illustrator**
- **Experience editing and encoding video using the Adobe Creative Suite or Final Cut Studio**
- **Experience with After Effects and a 3D package such as Cinema 4D a plus**
- **Ability to light, shoot, and key green screen footage**
- **Experience in lighting and sound recording, preferred**

I've read and I understand the duties and responsibilities of this position.

Signature _____

Date _____