

# VIDEOGRAPHER

## Job Description

January 2025

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**Job Title:** Videographer

**Purpose:** To shoot and edit video, from social media content to promos and interviews through creative storytelling

**Reporting to:** Director of Communications

**Terms:** Part time position 15 hours per week (0.4 FTE), 1 year fixed term. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

**Salary:** £25,777.50 pro rata (£12,888 per annum)

**Location:** Based in Cardiff with regular travel, remote working considered.

### Overall Responsibilities

This role will be overseen by the Director of Communications, to plan, film and edit short films suitable for National events, social media and websites.

The main responsibilities are listed below however there may be other duties include as required by your line manager which will be commensurate with the role.

### Planning

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- Helping plan and storyboard each shoot, with understanding regarding how the film will be used in line with our strategic objectives and helping craft the shoot so that the story comes through in planning.
  - Good with time management and will work on multiple projects simultaneously.
  - An active and collaborative member of a wider communications team.
  - Receive creative input and provide creative solutions.

## Film Shoots

- Set up
  - Travel to the shoot,
  - assemble the necessary equipment,
  - setup up cameras, audio recorders, lighting, microphones and props as necessary.
- During the shoot
  - Shoot from multiple angles,
  - Recognise the importance of (and adjust) lighting for each shot and monitor sound.
- Preparing and filming B roll.
- Interview people and create film clips via editing raw footage.
- Liaise with those involved in being filmed, help them to understand the process and setting expectations around the shoot itself.

## Editing Process

- Create vertical and horizontal versions of the films for multiple scenarios - both long and short form videos, online and offline.
- Add graphics and special effects to video, including closed captioning and lower thirds as necessary.
  - Use of Adobe Creative Suite, Final Cut Pro X, Davinci resolve or similar industry-standard software.

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- Requesting and acting upon feedback as part of the creative process, before final signoff.
  - Provide films in a finished format and upload to various platforms as needed by the wider Communications Team.

### **Occupational Requirement**

As this role will require the successful applicant to promote the Christian values of the Vineyard church movement and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian, who regularly attends Sunday church services and can agree with the VCUKI Statement of Faith and Ethos Statement.