

# The Chapel

## Communication Arts – Video Coordinator

### **Position Description/Overview:**

Assisting the Communications Arts Team in creating relevant and compelling media (especially videos) with clear and accurate information regarding The Chapel's events, ministries and fellowship opportunities in a convenient and effective way.

Maintain our distinct brand which delivers an accurate portrayal of The Chapel, its vision, and the God we represent.

Campus: Sandusky  
Hours: 10-15 hours/week (Part Time)

This role requires someone with creative and interpersonal skills with the ability to operate, maintain, and perform audio & video recordings, and post-production editing procedures and techniques. Previous experience with Adobe Premier is required. Any candidate needs to be self-motivated, detailed-oriented, a good time manager, multitasker, physically fit, spiritually and emotionally mature, have good communication skills (oral & written) and good computer skills.

### **Essential Job Functions:**

- Film & edit Video projects for use in weekend services or online.
- Create and implement a strategy for video announcements.
- Assist with plans to improve our video studio in Sandusky.
- Maintain audio, video and lighting equipment inventory and video studio schedule.
- Assist with photography and editing photos of special events.
- Assist Ministries with special projects.
- Assist with maintenance of The Chapel social media pages.

### **Reporting/Line of Accountability:**

Communications Coordinator > Communication Arts Team Lead > Executive Pastor > Co-Lead Pastors > Board of Elders

**Interested?** Please send your resume to [jobs@thechapel.tv](mailto:jobs@thechapel.tv) ! Thank you.