



Position Description: Video Editor*

Ministry Overview:

RREACH is a ministry that serves as an extension of the gifts and calling of Dr. Ramesh Richard. It was founded to carry out his passion for worldwide proclamation of the Lord Jesus Christ and the ministry envisions changing the way One Billion Individuals think and hear about the Lord Jesus Christ.

Dr. Richard carries a strategic burden to strengthen pastoral leaders and evangelize opinion leaders of developing economies. By reaching the leaders of the world it is hoped that a multiplicative effect occurs so those that are ministered to will in turn affect the lives of many others for God's glory.

The mission of *RREACH* is accomplished through innovative and strategic ministry programs such as the Annual Global Telecast, the Global Proclamation Academy, international Pastors Conferences, evangelistic events and the creation and distribution of training products. New ministry initiatives consist of radio/podcasting and outreach to immigrants in the U.S.

RREACH is a highly efficient and cost effective ministry. It is made up of a small staff that is committed to the mission and vision of the organization as well as the ministry calling of Dr. Richard. Staff strives to maintain a high degree of ministry accomplishment, excellence in operations and adherence to principles of proper financial stewardship.

Position Overview:

The Videographer serves *RREACH* by setting-up, recording, editing and exporting our video content. The various media projects to be completed should reflect the excellence of *RREACH*, brings maximum glory to God and mightily enhances the ultimate kingdom. The videographer works closely with the Manager of Ministry Projects to accomplish the ministry objectives of the position. All tasks and duties are to be conducted in a professional, efficient and productive manner that yields results and glorifies God at all times.

Position Objective:

The purpose of the Videographer position is to provide outstanding initiative, management and project implementation to our video production process at *RREACH*.

* This position description is a general statement of required major duties and responsibilities performed on a regular basis. It is not intended to be a comprehensive listing of all expected duties, as other tasks may be assigned.

Qualifications, Personal:

1. Born-again Christian that seeks an ever closer relationship with our Lord Jesus Christ
2. Reflects the characteristics of our Lord Jesus Christ in his/her life
3. Committed to and regularly participates with an evangelical body of believers
4. Exhibits characteristics of honesty, integrity, accountability and maturity
5. Maintains a teachable spirit
6. Strong and effective communication skills

Qualifications, Professional:

1. Committed to supporting the mission of *RREACH* and the ministry of Dr. Richard
2. Ability to maintain high standards of excellence in all professional duties
3. Routinely seeks excellence, quality, efficiency and results
4. Ability to work independently without daily interaction and oversight
5. Strong knowledge and experience in media formats and capable
6. Ability to have a big picture comprehension with detail-oriented precision
7. Exhibits the ability to plan, maintain priorities and anticipate needs
8. Ability to interact well with supervisory staff and others as needed
9. Ability to accomplish tasks in a timely manner
10. Ability to operate under time and budgetary constraints
11. Ability to maintain confidentiality
12. Ability to self motivate
13. Undergraduate degree required
14. Proficient videography equipment skills (camera, microphone, etc.)
15. Proficient skills in these software programs:
 - a) Adobe Premiere Pro
 - b) Adobe After Effects
 - c) Adobe Audition

Position Description:

The Video Editor position will curate video productions for all of RREACH's ministries (Advancement, LifeRocks, PastorReach, GProCommission, etc.)

Tasks include:

1. Setting up a makeshift production studio and locations for shooting.
2. Acquiring and maintaining camera, sound and lighting equipment.
3. Cataloging and maintaining *RREACH* digital elements.
4. Curating and editing high quality video productions.
5. Adding basic animated elements and slides to videos.
6. Manage the captioning system.
7. Organizing and maintain our video distribution channels (YouTube, Vimeo, Facebook, etc.)

Decision-Making:

The Video Editor will provide expertise and guidance on all media-related matters with final decision-making handled by the Manager of Media Projects.

Authority:

The Video Editor will not oversee staff.

Reporting Duties:

The Video Editor reports to the Manager of Ministry Projects.

Working Conditions:

This is a part-time position that will involve working in the RREACH offices during working hours and on location for shoots.