

# Video Project Lead

Full-Time | Non-Exempt | Central | \$19-\$23/hour

## WHO WE ARE

Working at Real Life Church is about so much more than a career—it is a calling. Our dedicated employees are the lead stakeholders in Real Life’s mission, vision, and values. We work hard to lead and develop Real Life Church ministries, helping people find and follow Jesus by being a church that unchurched people find irresistible.

## WHO WE ARE LOOKING FOR:

- A Christian who is, or is willing to become, a member of Real Life Church.
- An individual in agreement with Real Life Church’s Mission, Vision, Values, and Core Beliefs <https://reallifechurch.org/about/beliefs-values/>
- Someone who unreservedly embraces Real Life Church’s ethos as a church for unchurched people.

## OVERVIEW

Working under the direct supervision of the Video Director, the Video Project Lead will provide clear project communication to each ministry and oversee timelines and process coordination to ensure that creative strategies are being carried through from conception to completion.

## PRINCIPAL ROLE AND RESPONSIBILITIES

- Organize logistics and schedule video dates, times and locations with Creative Team and communicate details to all video participants (including creative brainstorms, table reads, shoot dates, etc.)
- Schedule cast/talent for video shoots
- Research, scout, and book locations for video shoots
- Responsible for the design, purchase, and/or making of costumes, props and sets for video shoots.
- Edit scripts and run teleprompter on shoots.
- Attend and keep track of all details from Table Reads and Creative Brainstorm/Planning meetings.
- Update project management systems with all video details, scripts, correspondence; check in on active projects weekly.
- Assist on site with video shoots; help manage cast, props, shoot schedules, and meals.
- Manage project workflow using project management software.
- Stay on top of multiple deadlines at a time; check in on all active projects weekly.
- Responsible for Ministry and Project Coordinator timelines and checklists
- Schedule all meetings and planning sessions for Creative Team
- Meet with Central Video Director and ministries about their creative project needs.
- Meet with Video Director weekly to review all details for active projects and

to review Video Producers workloads and timelines.

- Assist in maintaining various procedures and processes.
- Participate in Creative Team meetings to help ideate and innovate for the projects involved.
- Work with other ministries to ensure effective communication and progress through projects.
- Recruit and train Volunteers for video and event management
- Oversee invoicing for Creative Team
- Show commitment to cultural values.
- Respond to emails and voicemails within 24 hours.
- Any additional duties as assigned.

### **Minimum Qualifications**

- Minimum of two years of related work experience.
- Experience necessary to prove ability to perform described duties required.
- Project management experience preferred.

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required:

- To talk or hear
- To use hands or fingers, handle or feel objects, tools, or controls.
- To stand; walk; sit; and reach with hands and arms.
- To occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is moderate to loud.