



## **SEVENTH-DAY ADVENTIST VIDEO EDITOR Job Description**

The role of Seventh-day Adventist Video Editor at Secrets Unsealed is to maintain Biblical standards through the use of state-of-the-art video editing software, such as Adobe Premiere, to transform the ingredients of a Seventh-day Adventist production (i.e. the sound effects, the Biblical graphics, the Biblical dialogue and the action) into a refined, final Seventh-day Adventist product to be disseminated through broadcast on Seventh-day Adventist satellite, TV, radio and internet means.

### **Secrets Unsealed employees are expected to:**

- Have a strong understanding and belief of Seventh-day Adventist doctrines, beliefs, and spirit of prophecy.
- Must be a baptized Seventh-day Adventist church member in good standing.
- According to Biblical principles, must be honest, and possess strong work ethics.

### **Duties and Responsibilities**

- Work with Seventh-day Adventist teammates on Biblical scripting, Biblical storyboarding and executing religious projects (for in studio and on location shoots).
- Writing Biblical content for voiceover/commentary.
- Using Biblical principles, plan and prepare for camera shoots and/or when incorporating sacred music.
- Edit and develop Biblical visual effects and Biblical graphics.
- Review Biblical shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity.
- Assist Seventh-day Adventist Production Director with installation of any new equipment or facilities if necessary.
- Keep up with new advances in technology and alternative forms of getting our Seventh-day Adventist doctrinal messages out to the world.
- Minimize downtime by quickly identifying and implementing alternative solutions as needed.
- Assemble and set up equipment.
- Assist with media management procedures and string out.
- Interpret and implement instructions and requests from directors, producers and other Seventh-day Adventist colleagues involved in video productions.
- Manipulate and edit film pieces in a way that is invisible to the audience.
- Take a brief to grasp production team's needs and specifications.

- Trim footage segments and put together the sequence of the production.
- Input sacred music, dialogues, Biblical graphics and effects.
- Create rough and final cuts.
- Ensure logical sequencing and smooth running.
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.
- Overseeing the quality and progress of audio and video engineering and editing.
- Experimenting with styles and techniques including the Biblical design of graphic elements.
- Suggesting or selecting sacred music.
- You may also carry out online editing duties, which involve finalizing technical aspects such as correcting faulty footage, grading and coloring and adding special effects.
- Concept and execute a variety of Bible based video projects.
- Light and shoot a variety of scenes for a broad range of Biblical video projects.

**Qualifications include:**

- Must be a Seventh-day Adventist Church Member in good standing.
- Must possess a solid understanding of the 27 fundamental Seventh-day Adventist beliefs, doctrines, and spirit of prophecy.
- Possess creative Bible based storytelling skills.
- Able to see Bible based projects through from beginning to end.
- Proven work experience as a video editor in a Seventh-day Adventist ministry.
- One or more years of production experience in a Seventh-day Adventist ministry.
- Experience with various cameras and manufacturers (ENG, Panasonic, Hitachi, and Canon).
- Gathering and analyzing information: Obtain Biblical facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.
- Detailed knowledge of camera audio (wireless mic systems, audio menu functions).
- Lighting experience / working knowledge of Litepanels, Kino Celebs, Jokers, and Divas.
- Whatever it takes attitude – on and off the set / in the edit bay.
- Strong organizational skills, including time management skills, and Biblical work ethics.
- Solid experience with digital technology and editing software packages, experience with Adobe Creative Suite a must (e.g. Premiere, After Effects, Photoshop).
- Demonstrable video editing ability with a strong portfolio.
- Thorough knowledge of timing, motivation and continuity.
- Familiarity with special effects, 3D and compositing.

- Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative Biblical approaches when needed.
- Making decisions and judgments: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.
- Extremely detail-oriented a keen eye for detail and a critical mind.
- Creativity and a passionate interest in Bible based film and video editing.
- To be calm under pressure.
- The judgment to juggle competing priorities.
- Good team working skills. Interact successfully in a Seventh-day Adventist team environment. Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.
- Flexibility.
- Understand verbal instructions in English and Spanish.
- Understand written and verbal communication in English and Spanish.
- Read, speak and write Spanish and English. Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.
- Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.
- Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and Seventh-day Adventist audience. To be able to explain technical subjects in a non-technical way.
- Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.
- Communication: Communicate successfully in a diverse Seventh-day Adventist community. Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to adversarial conditions.
- Display good interaction skills. Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others. Deal with Seventh-day Adventist individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

- Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands, be receptive to new information, ideas, or strategies to achieve goals.
- Possess a valid California Driver's License (Class C).
- Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.

### **Working Conditions**

- The employee normally works indoors in a climate-controlled environment under artificial lighting. The employee may be required to work for extended periods of time in an editing suite that maintains a constant temperature of 75 degrees or below.
- Normal work hours will be set between 8:30 AM – 5:30 PM Monday thru Thursday and 8:00 AM – 12:00 PM on Fridays.
- Employee may be required to travel in Fresno Metropolitan area on as needed basis. Employee will be reimbursed for travel expenses claimed for use of their personal vehicle.
- Indoor work is common, although outdoor work may be required to install/repair equipment or move set pieces into place.
- While performing the duties of this job, the employee is regularly required to sit for long periods.
- Read, understand, follow, and enforce safety procedures.

### **Physical Requirements**

- Loading and unloading of heavy production equipment as need on location or at the studio. May be required to sit or stand for long periods if running a camera or jib at the studio.
- Use hand and power tools applicable to trade.
- May entail muscular strain, including walking, standing, stooping, sitting, reaching, and lifting.
- Talking, seeing, and hearing are essential to performing the job requirements.
- Common eye, hand and finger dexterity is required for most essential functions.

### **In addition, Secrets Unsealed employees are also expected to:**

- Promptly report and deal with improper conduct.
- Avoid conflicts of interest, nepotism and patronage.
- Treat employees and guests with respect and courtesy.
- Make decisions and provide advice fairly and without bias, caprice, favoritism or self-interest.
- Deal with ministry information in accordance with law and agency requirements.
- Avoid conduct that will reflect adversely on Secrets Unsealed.

- Accept responsibility for decisions and actions.
- Submit to appropriate scrutiny.