



## TEKTON MINISTRIES/THRIVING PARISH VIDEOGRAPHER & MULTIMEDIA EDITOR

### ABOUT TEKTON MINISTRIES

Tekton Ministries provides authentically Catholic pilgrimages which build relationships with Christ and community. We work primarily with priests to build parish-focused pilgrimages to locations including the Holy Land, Italy, Marian Shrines, and Medjugorje. We have a strong focus on the spirituality and Catholicity of every pilgrimage and provide prayerful support for all of our pilgrims.

Tekton Ministries' sister company, Thriving Parish, is committed to helping Catholic parishes flourish through the use of technology to improve community participation and engagement. We do this by providing parishes and other Catholic non-profits with beautiful branding, effective, easy-to-use websites, and smart, targeted communications solutions.

### VIDEOGRAPHER

The Videographer will be responsible for video content creation for Tekton's pilgrimage-related videos, as well as video projects relating to our non-profits clients, including seminaries, archdioceses, parishes, and other non-profit organizations. The videographer will maintain a video content creation plan and schedule; assist in writing story boards and scripts for videos; and handle the bulk of production pre-planning and filming. Working closely with the Communications Director, the videographer will perform all video editing to produce the final video product.

The right individual for this role will be a well-organized self-starter and independent worker, highly motivated, and passionate about Tekton's mission.

### RESPONSIBILITIES:

#### 1. Video Pre-Production

- a. Assist the marketing team in developing film ideas
- b. Assist in the script-creation process
- c. Help plan the shoots and locations
- d. Manage and maintain film equipment, and develop a plan to purchase or rent upgraded equipment as needed.

#### 2. Video Production

- a. Set up and oversee film shoots.

#### 3. Video Post-Production

- a. Ingest, log, and transcribe video footage.
- b. Edit, color grade, and balance sound on the videos that we need, receiving input and corrections on the various versions.
- c. Export videos and upload to YouTube
- d. Maintain YouTube account, tagging, and organization

#### 4. Photography

- a. Perform on-location photography as needed
- b. Manage photo library and assist team members in finding appropriate photos as needed.

*Skills and Requirements on following page.*

**SKILLS AND REQUIREMENTS:**

1. Thorough knowledge of the Adobe Creative Cloud products and their integration, especially Premiere, After Effects, Audition, Photoshop, and Illustrator.
2. Thorough knowledge of the Mac OS and Microsoft Office
3. Solid video production skills and experience, including:
  - a. Camera operating
  - b. Audio recording
  - c. Lighting
  - d. Editing
  - e. Color Grading
4. Ability to handle constructive criticism and work in a team with the company director and communications director to publish pieces that best reflect the company's marketing goals.
5. Good interpersonal, organizational and time management skills with ability to prioritize and be flexible