



SKY RANCH VIDEOGRAPHY COORDINATOR



WHAT YOU'LL GET TO DO

The Videography Coordinator gets to help lead a team of videographers to capture exciting experiences and memories for campers to share with their families. This position is critical to the ministry of Sky Ranch and contributes directly to our mission of leading youth and families to know and follow Christ.

A DAY IN THE LIFE

(The legal term is "essential functions." That just doesn't sound as fun!)

No two days will ever be the same at camp, and there's no way we could possibly list everything you'll experience! Here's just a glimpse of the most important responsibilities you'll have:

Daily Operations - You'll lead the team of videographers to shoot, upload, edit, and finalize videos for distribution to camper families. Here's what that looks like:

- Leading the Team
 - Overseeing each aspect of videography throughout each camp session.
 - Providing instruction and support when scheduling, shooting, editing, and finalizing videos for review and streaming.
 - Working alongside the videographers in gathering the necessary footage each day, storing the footage, and creating the videos.
 - Encouraging the team of videographers to meet deadlines and holding them accountable to Sky Ranch policies, procedures, and brand standards.
 - Fostering interdepartmental relationships by keeping lines of communication open and interacting intentionally with staff in other departments
 - Producing Sky Level Session Videos
 - Creating videographers' schedule to ensure the gathering of quality footage
 - Filming, creating, and finalizing the two weekly highlight videos
 - Ensuring deadlines are met (Wednesday for half of a video, Friday for full video)
 - Maintaining quality control by reviewing each videographer's videos
 - Marketing and Development Footage
 - Collecting a variety of footage to be used by the Sky Ranch Marketing and Development Teams.
- Audio/Visual
 - Communicating with Summer Media Team to ensure A/V needs for activities, events, arrivals, and departures are met.
 - Assisting with the A/V aspects (lighting, sound, special effects) of opening and closing show each week, as needed.

Spiritual Encouragement - You'll get to inspire a spirit of unity for the summer media team by demonstrating your own commitment to excellence in service. Good examples of this are:

- Pursuing your own relationship with God.
- Keeping team members accountable to maintaining a healthy balance of spending time in God's Word, getting sleep, and interacting socially with other staff.
- Planning and leading team time throughout the summer.

- Demonstrating selflessness, being willing to serve where needed, wholeheartedly, without hesitation.
- Faithfully attending Community Group each week.

Customer Service - You'll ensure that our campers and camper parents experience the "WOW" factor and are served in a way that reflects our desire to serve them as well as our appreciation of them, and meets or even exceeds their needs and expectations.

- Treating ALL our guests, both campers and their family members, with gentleness, kindness, fairness, respect, and eagerly seeking to meet their needs.
- Bringing to the attention of the Camp Director ANY situation where we fail to serve or please a guest.

Other important responsibilities are to maintain compliance with all employee policies and procedures established for Sky Ranch, maintain compliance with all state and federal laws and regulatory requirements, and perform other tasks requested of you with a fantastic, spirit-to-serve attitude.

WHAT YOU'LL NEED

EVERYONE who works at Sky Ranch needs to have a current MinistrySafe / Child Advocacy Certification. Don't worry, we'll provide that for you if you don't have it already!

You'll also need to exhibit the following character traits, knowledge, and skills. You'll have to show up with these - we can't get them for you! If you can check these boxes, you're good to go:

- Committed follower of Jesus Christ, and willing to sign the Sky Ranch Doctrinal Statement
- Committed to providing excellent customer care and willing to contribute to the mission of leading youth and families to know and follow Christ
- Ability and desire to keep kids safe, as well as care for them physically, emotionally, and spiritually
- Ability to abide by rules and regulations
- Willingness to abide by the Sky Ranch cell phone policy.
- Familiar with and competent to use video cameras and editing software (Final Cut is preferred)
- Working knowledge of videography and techniques related to shooting and editing
- Ability to interact well with kids, peers, and parents/adult family members
- Respect for authority
- Knowledge of and ability to abide by workplace safety procedures
- Excellent hygiene and willingness to comply with the dress code
- Strong moral compass, rooted in Biblical principles
- Creative
- Humble
- Responsible
- FUN

MORE LEGAL STUFF

FLSA Status: Exempt

Department: Multi Media Department

Reports to: Media Manager

Physical Demands:

- 100% - Stands and walks long distances across camp during entire shift
- 90% - Verbally communicates with campers, staff and parents
- 75% - Reaches, bends and stoops to retrieve items or participate in camp activities
- 75% - Participates in all camp activities.
- 20% - Carries 50 lbs.
- 20% - Climbs ladders during activities and to reach top floor lodging
- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

EVEN MORE LEGAL STUFF!

(Limitations and Disclaimer)

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an "at-will" basis.