

JOB DESCRIPTION

Film Lead

Purpose

Lead and advance the creative expression of the Heart Church vision through film.

Key Tasks and Responsibilities

Film

1. Initiate, oversee and create film projects that creatively support and express the vision of Heart Church.
 - a. Organise and execute film shoots to an excellent standard, overseeing all equipment and team involved.
 - b. Create and edit film projects to deadlines for a wide range of Sunday services, events and ministries, drawing on and releasing volunteers.
 - c. Edit audio to ensure excellent quality in the finished products of film sound.
 - d. Take responsibility for capturing original footage and content that serves the future of Heart Church, responding quickly to capture various stories and testimonies in Heart Church.
2. Work with the Communications and Art Direction Lead to provide content for communication strategies and Heart Church Social Media.
3. Oversee all film contractors working on Heart Church projects, ensuring clear communication from project initiation to completion.

Volunteer Team

4. Release creative gifting within Heart Church by recruiting, building and leading the film team.
5. Provide training for the film team members that will enable them to develop their skills and serve to a high standard.
6. Organise film team volunteers for all Sundays and events that require video content capturing, ensuring clear communication of tasks and culture.
7. Lead team prayer and devotional times in team meetings when required.
8. Assist in the pastoral support and ongoing discipleship of film team members.

Equipment & Storage of Content

9. Take responsibility for learning how to use all Heart Church equipment that relates to the role.
10. Oversee the maintenance of all film equipment, working with the Television and Broadcasting Lead in collaboration on shared equipment.
11. Oversee and implement the Film & Photography Policy.
12. Work with the Communications Lead to ensure organised and effective data storage, ensuring all media files are safely and clearly stored, categorised and archived for the future for easy retrieval.

Wider Team

13. Contribute to creative and planning meetings, bringing ideas, initiative and a willingness to help in and outside of the boundaries of the role.
14. Support the wider Creative Team to maximise the creative impact of events.
15. Serve in different roles on occasion at events when required.

16. Work as part of the Heart Church staff team and assist with other activities as required.

Financial Authorities

Media & Broadcasting Budget in collaboration with the Television and Broadcasting Lead.

Reporting Line

Report: Creative Manager

May 2022