

JOB DESCRIPTION

Film & Photography Lead

Purpose

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

Key Tasks and Responsibilities

Film & Photography

1. Initiate, oversee and create film and photography projects that creatively support and express the vision of Heart Church.
 - a. Organise and execute film and photography shoots to an excellent standard, overseeing all equipment and team involved.
 - b. Create and edit film and photography 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 and photography contractors working on Heart Church projects, ensuring clear communication from project initiation to completion.

Volunteer Team

4. Release the creative gifting within Heart Church by recruiting, building and leading film and photography teams.
5. Provide training for the film and photography team members that will enable them to develop their skills and serve to a high standard.
6. Organise Media Team volunteers for all Sundays and events that require content capturing across all venues, ensuring clear communication of tasks and culture.
7. Lead team prayer and devotional times on Sundays and in team meetings.
8. Assist in the pastoral support and ongoing discipleship of media 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 and photography equipment, working with the Television and Broadcasting Lead in collaboration on shared equipment.
11. Oversee and implement the Film & Photography Policy.
12. Working with the Communications Lead to oversee 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 wider 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 Budget

Reporting Line

Report: Media and Events Manager

June 2021