



502 East Front Street | Bloomington, IL 61701 | 309.827.8046 | wesley-umc.com

Position: Video Editor

Last Update: November 22, 2020

Immediate Supervisor:	Director of Communications
Position Type:	Part-Time, Non-Exempt
Work Schedule:	20 hours/week, Monday – Saturday, deadline-driven

Objective: The Video Editor supports the Church’s mission, vision, and values by providing video technology expertise for Wesley Church and its activities.

Summary: The Video Editor provides video technology support for the specific functions of 1) editing daily video devotions, 2) creating engaging Sunday worship service videos, and 3) providing other video support as needs emerge for Wesley United Methodist Church.

Principal Duties and Responsibilities

1. Edit Daily Devotional videos
 - Receive daily devotional videos (2-15 minutes long) from church members and staff
 - Do basic editing (trimming, splicing, occasional captions and/or images added)
 - Distribute to church staff for posting on Facebook, Wesley website, email blast
2. Compile and create Sunday Worship Service video
 - Attend worship planning meeting (Wednesday 11:30 a.m.) as observer, if available
 - Receive weekly worship video segments from worship leaders by established deadline
 - Compile according to weekly bulletin into a full worship service
 - Splice segments together
 - Adjust for volume and clarity
 - Edit out mistakes
 - Edit out start/stop segments and provide smooth transition
 - Add song lyrics, scripture words, liturgy responses, etc.
 - Add captions (website, address, etc.)
 - Create thumbnail
 - Create an engaging video that flows smoothly and minimizes distractions from the worship experience
 - Send completed video to pastors for review by deadline, then make necessary changes
 - Send final video to church staff for posting on Facebook, church website, and email blasts
3. Other special videos as needs emerge (e.g. announcements, special services, etc.)



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Qualifications, Skills, Abilities and Education Requirements

Education Level: High school diploma or equivalent, or relevant training in needed skills

Essential:

- Flexible hours, availability, and ability to meet deadlines
- Understanding of, and commitment to, supporting the mission of Wesley Church through video
- High motivation, and commitment to excellence and integrity in their responsibilities
- Enthusiasm, desire, energy, stamina, and personable attitude
- Commitment to holding sensitive information confidential
- Strong organizational skills
- Professional skills and conduct
- Ability and flexibility to handle multiple tasks at the same time
- Excellent verbal and written communication skills
- Strong proofreading skills

Computer or special equipment knowledge:

- Microsoft Office Suite
- Windows 10 and/or Mac OS
- Proficient in Final Cut Pro, Adobe Premiere Pro, or similar professional video editing software

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply: Please send a resume and cover letter addressing your experience as soon as possible to Myrna Simpson, Business Administrator, via email at msimpson@wesley-umc.com or mail to the church at 502 East Front Street, Bloomington Illinois 61701. Resumes will be accepted until the position is filled.

Questions: For additional details, or if you have questions about this position, contact Myrna Simpson, Business Administrator, at 309.827.8046 or email msimpson@wesley-umc.com

*Wesley United Methodist Church's Mission:
"To make and nurture disciples for Jesus Christ"*