



We are looking for a **VIDEOGRAPHER**

Position Summary

The American Baptist Home Mission Societies (ABHMS) is seeking a talented, highly motivated Videographer to join our growing marketing and communications team in a key role. The Videographer will conceive, plan, organize, record, edit, distribute and archive an array of video and audio assets intended to advance the missional, promotional and educational objectives of ABHMS and its varied stakeholders and constituents. This is a full-time position reporting to the Director of Marketing and Communications. It is available immediately and operates from the Leadership & Mission Building, ABHMS headquarters, located in King of Prussia, Pa.

Essential Duties and Responsibilities

- Understand the mission and values of ABHMS and its ministries and demonstrate a passion for supporting them.
- Promote a positive image of ABHMS through professional appearance, actions and interaction with workplace colleagues, ABHMS stakeholders and constituents, outside vendors and the public.
- Create appropriately branded video and audio content memorializing in-person and streamed events, workshops and presentations, among other things, with an emphasis on generating assets for the Center for Continuous Learning, ministrElife and other key ABHMS units, to advance the organization's missional and operational objectives.
- Promote ABHMS and its initiatives, and otherwise raise awareness and elevate the perception of the organization, by developing digital media—principally video and audio assets—that inform, engage, motivate and delight target audiences.
- Exercise discretion and good judgment in planning, organizing and managing multiple projects and production schedules, and communicate openly with ABHMS colleagues to ensure that all deliverables meet requirements and are timely.
- Engage in creative and technical decision-making throughout the production of single- and multi-camera video projects to understand technical, artistic, time, material and budget requirements; plan and schedule production; and determine equipment, location and talent needs.
- Facilitate the production of digital assets by setting up, troubleshooting and operating video and audio equipment, plus any other necessary ancillary equipment (e.g., camera rigs and lighting) at suitable and appropriately staged indoor or outdoor locations.
- Produce single- and multi-camera video assets by exercising creative and technical control of video/audio recording and editing, including functioning independently as videographer, producer, director and stage manager; providing guidance to on-camera

talent for voice, physical presence and actions; and completing post-production, including editing, color correction, sound design and mixing, and special effects, as may be required to deliver an approved product in a timely fashion.

- Develop outlines, scripts and shot lists as needed to record and edit single and multi-camera video and audio segments into cohesive and coherent digital assets that are technically effective and aesthetically pleasing.
- Facilitate efficient operations by maintaining archives of recordings, electronic graphics and special effects; keeping records of expenses, supplies and other associated costs as may be necessary; and providing reports on work in progress as directed.
- Remain competent and current through self-directed learning by reading trade publications, developing relationships with professional colleagues and completing professional development training, among other things.
- Assist in the research and evaluation of production equipment to ensure that video and audio services provided by the Department of Marketing and Communications meet the needs of ABHMS and its constituent programmatic and operational units.
- Contribute to a work environment that encourages knowledge of, respect for and development of skills to engage with those of other cultures or backgrounds.
- Perform all other relevant duties as assigned.

Qualifications

- A bachelor's degree with an emphasis in television production, electronic media or a related area
- A minimum of three years of relevant experience in electronic media production, or an equivalent combination of education and experience.
- Knowledge of the principles, techniques and equipment involved in electronic media production as well as familiarity with videotaping styles, formats and editing techniques, including demonstrable knowledge of non-linear editing.
- Proficient in Final Cut Pro, Premiere Pro, DaVinci Resolve or other video production software; color grading and utilization of LUTs; and video compression and export utilities.
- Experience with After Effects, Compressor, Motion, and Photoshop is a plus.
- Capable of configuring, operating, maintaining and transporting video, audio, lighting and other production equipment without assistance.
- Experience with Mac computer systems and proficient in MS Office software, including Word, Excel and PowerPoint.
- Experience in digital asset management systems is a plus.
- Excellent written and verbal communication skills.
- Highly organized and capable of working independently and, with minimal supervision, managing multiple projects concurrently, maintaining schedules and meeting strict deadlines.

- Capable of assessing situations rapidly in a fast-paced environment and developing creative, innovative and cost-effective solutions to technical, practical and aesthetic production challenges encountered on the job.
- Demonstrate cultural competency and be able to work with groups of diverse individuals in respectful, equitable and inclusive ways.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Capable of commuting daily to the ABHMS home office in King of Prussia, PA, and attending evening and/or weekend activities as needed, with occasional travel for video production projects.
- Experience working in a non-profit and/or faith-based organization is a plus.

At ABHMS, our collaborative approach allows for ample learning and development opportunities. ABHMS is an ideal atmosphere in which to best use your skills and talents, and is eager for your input, ideas and inspiration. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our total rewards package includes excellent salary and generous benefits, including comprehensive health insurance (medical, vision, Rx and dental), numerous paid vacation days, holidays and sick time, plus employer-provided funds into a fully vested 403b). ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

We offer a safe, professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

This is full-time position and is open immediately.

We will begin reviewing applications immediately, and the position will be open until filled.

If interested, please provide the following to HRMatters@abhms.org

(1) cover letter (2) current resumé (3) a short (three minutes or fewer) video (mp4 format) indicating your passion for videography and how it can amplify ABHMS' brand; and (4) a link to a current portfolio.

The American Baptist Home Mission Societies is an equal opportunity employer.