



COLSONCENTER
FOR CHRISTIAN WORLDVIEW

Position Description

Title: Video Editor
Location: Colorado Springs, Colorado
Salary: \$45,000-\$55,000
Position reports to: Marketing Manager
Date written: April 2021

POSITION SUMMARY:

The full-time video editor helps form people's Christian worldview through video platforms. In dialogue with product managers, the video editor will edit, clip, and capture our video to create engaging and effective content. These videos will be delivered digitally through social platforms like Facebook, YouTube, Instagram, and others to our audiences. The video editor will coordinate with Marketing Manager and Marketing Assistant to prepare and edit content in a timely manner.

Priority	Description of Duties	Hrs/Wk
1	Creative Storytelling – Engage and develop creative ways to produce audio and video content to help form people's Christian Worldview. Provide insights and methods of improvement to management as needed.	
2	Audio/Video Capture & Editing – Record and edit Colson Center studio recordings, virtual calls, and other video media using Premiere Pro and Adobe Audition (or similar video editing software) to provide our audience with engaging audio and video content. (Includes basic audio cleanup.)	30
3	Audio/Video Clipping – During the editing process find impactful, concise, and engaging content (with approval from Marketing Manager) from our long-form material and cut them into individual short videos for our social media platforms.	5
4	Supporting the marketing team. According to abilities, interests, and supervisor's direction, provides other creative and technical support as part of the Marketing team as we constantly look to improve what we're doing and how.	5

Guidelines for All Employees

The Holy Bible, Employee Handbook, Statement of Beliefs/Faith

When filling this position, the Colson Center will consider the following when evaluating Applicants.

QUALIFICATIONS
Education, Experience, Knowledge, Competencies

- Minimum qualifications/expectations:
 - **Min Education:** High school graduate
 - **Work Experience:** 2+ years in video editing
 - **Knowledge areas:** Email marketing, social media
 - **Competencies:** good at managing workflow and setting priorities, accuracy and attention to detail; animation and audio editing skills a plus
 - **Computer/Tech Skills:** High proficiency in Premiere Pro, Adobe Audition, and Photoshop, with a working comfortability in Adobe After Effects. Able to use modern communication and project management tools (e.g. Slack, Asana; experience not required)
 - **Physical/Other Requirements:** talking, hearing, seeing, typing
 - **Travel:** None
- The ideal candidate for this position will also have:
 - Good and proactive communication skills; able to keep colleagues and supervisors confident about the status of tasks and projects
 - A detail-oriented mindset; takes pride in keeping things organized, navigable, and accurate

Position Classification: Exempt