



**pilgrim**  
**CONGREGATIONAL**  
**CHURCH**  
A UNITED CHURCH OF CHRIST

Pilgrim Congregational Church  
2310 E 4th St, Duluth, MN 55812-1430  
(218) 724-8503  
pilgrimduluth.org

## Videographer / producer / editor position

### Responsibilities:

1. Meet as requested with the Pastor, music director, video team and others to schedule the recording of pre-recorded and livestreamed segments of the church service.
2. Produce, video record, and edit church services and other events as needed (pre-recorded).
3. Upload completed videos to YouTube, Website, Facebook and platforms according to schedules set up by the Pastor and relevant committees.
4. Work with the Communications Committee and Pastor to develop and implement protocols for livestreaming as equipment becomes available.
5. Maintain all video, audio, recording and editing equipment.
6. Maintain Covid-19 safety precautions in the workplace, including but not limited to wearing a mask, maintaining social distancing, cleaning hands and all equipment.
7. Other duties as assigned by the Pastor.
8. Hours of commitment are approximately 8- 10 hours per week for pre-recorded services with a flexible schedule to be determined. Higher hours may be expected during Advent and Lent seasons. Lower hours may be expected once church services are fully livestreamed.

### Desired Qualifications:

- Have documented previous experience in a similar position
- Have experience with producing, filming, editing and livestreaming events
- Have experience with audio mixers, HD and PTZ cameras, streaming hardware, editing software such as Final Cut Pro or Adobe Premiere, OBS or other streaming program, Facebook, YouTube, Zoom and website maintenance.
- Pass a background check
- Have effective communication skills and ability to relate well with a variety of persons.
- Have good organizational skills, be self-directed and self-motivated
- Have a perspective compatible with the values of Pilgrim Church
- Have a commitment to inclusive values and language
- Have a commitment to diversity, including that of race, sexual orientation and culture.
- Have the willingness and ability to work in a liberal theological climate

### Working Relationships:

- Be supervised by the Pastor.
- Meet regularly with the Pastor, video team and others to plan worship and other event recording.
- Meet for a 3-month and yearly review with a member of the Human Resources Ministry and the Minister for a formal job evaluation and review of job description

Salary and Compensation:

Hourly, part-time, 8 – 10 hours per week.

\$15–20 per hour depending on qualifications and experience.

Benefits:

Refer to the Pilgrim Congregational Church Personnel Policy Manual

Resignation/Termination:

Refer to the Pilgrim Congregational Church Personnel Policy Manual.