

Position title	<i>Videographer</i>
Reports to	<i>Vice-President</i>

**Job purpose**

The Videographer position will work to capture and portray the missionaries, ministries and outreaches of Mexican Medical Ministries, through video and other means of digital art. They will use completed projects to help missionaries and staff share the vision of MMM, “bringing healing and hope to the people of Mexico,” with current and potential ministry partners.

**Duties and responsibilities**

**Concept & Preparation:** Work with supervisor to schedule, prepare objectives and plan video sessions for each of our missionaries and outreach events. Set designated deadlines for each project.

**Production:** Capture, edit and produce video for each of our missionaries, sites and outreach events. Lead and direct missionaries as needed during the video capture process to ensure a genuine and heartfelt overview of their ministry. Be respectful of people’s time and completed project deadlines. Oversee and drive the entire video process from beginning to end.

**Post-Production:** Will need to bring video and material back to office headquarters to edit and produce final project. Check in with supervisor often to ensure a quality capture and final project objectives. Meet pre-set deadline objectives.

**Equipment& Maintenance:** Will be responsible for assessing, purchasing and caring for video equipment and editing software.

**Required Qualifications**

**Job-specific qualifications are as follows:**

- A Bachelor’s degree (BA) in a related field, and/or 2 years of industry experience
- Ability to serve, lead, work and interact with people in a positive manner
- Knowledge of Adobe Photoshop and Adobe AfterEffects
- Proficiency in non-linear video editing software (Final Cut Studio or Adobe Premier Pro)
- Excellent written and verbal communication skills for both internal and external uses
- A strong and current working knowledge of video equipment, lighting, digital video cameras, digital cameras/photography
- Basic understanding of video streaming/web-based video (Vimeo, YouTube, etc.)
- Ability to capture clear, professional quality video & audio
- Commitment of at least 1 year
- Spanish would be an asset but is not required
- Have and maintain a current passport

**All missionaries with Mexican Medical Ministries will demonstrate these general abilities:**

- **Spiritual Maturity:** Mature follower of Christ who supports missional culture and spiritual vision of MMM. Maintain God-ordained priorities in your life by putting Jesus Christ first. Maintain an active involvement in a local church.
- **Creativity and Initiative:** Contributes new ideas and new ways of thinking to improve ministry performance. Identifies need for change and develops/accepts creative approaches and solutions. Fully uses gifts and talents. Finds alternative ways to complete assignments in a more cost effective manner.

- **Fund Raising:** Understands the importance of fundraising to the work of Mexican Medical Ministries. Actively seeks out new donors promoting various fund raising opportunities and programs. All missionaries are faith supported and will raise necessary personal funds before leaving for the field.
- **Self-Development:** Personally commits to and actively works to continuously improve as an individual; understands that different situations and levels may call for different skills and approaches; works to attain knowledge, skills, certificates, etc. when applicable.
- **Goal Settings:** Actively participates in setting team goals; is forward thinking in creating personal goals; meets or exceeds personal goals. Monitors and shares information about external events, trends and considers “what ifs” that may affect the ministry.
- **Communication:** Provides timely, clear, accurate and useful information to others in person, by phone or e-mail; listens for understanding; asks clarifying questions; promotes effective discussions.
- **Flexibility:** Effectively adapts to change. Maintains composure when under stress or when dealing with conflict.
- **Judgement:** Makes effective decisions based upon a mixture of analysis, wisdom, prayer and experience; sought out by others for advice and solutions.
- **Safety:** Performs work and helps others to accomplish their tasks in a safe manner consistent with legal requirements, policies, procedures, best known method and good judgment.

#### Working conditions

- Long hours of one on one time with missionaries.
- Frequent exposure to outside weather conditions as you capture video at community outreaches and events
- Frequent travel to Mexico and overnight stays at ministry locations
- Serve occasionally on holidays, weekends and evenings
- Serve in a cross-cultural environment and office setting

#### Physical requirements

- Physically able to manage and carry equipment.
- Stand for long hours in order to film at daylong events

<b>Approved by:</b>	<i>Stephen Crews, President info@mexicanmedical.com</i>
<b>Date approved:</b>	<i>December 15, 2015</i>
<b>Status:</b>	<i>Faith supported/Full-time field/office missionary</i>

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