



## JOB DESCRIPTION: MEDIA COORDINATOR (VIDEOGRAPHER)

**Classification:** Seasonal-Summer

**Location:** [Glisson Camp and Retreat Center](#)

**Reports to:** Village Program Director

### Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college completed
- Ability and willingness to:
  - practice servant leadership while working collaboratively within a team
  - facilitate harmonious relationships and interactions between campers and fellow staff members
  - perform in potentially strenuous physical activities (hiking, lifting, etc.)
  - give and receive constructive feedback
  - solve problems creatively in fast-paced and at times high-stress environments
  - learn use of all necessary equipment and editing software (Adobe Premiere Pro)

### General and Specific Responsibilities:

- Collaborate with Coordinator team and Media Team (Videographer & Photographers)
- Daily responsibilities
  - Create a time management system to ensure proper documentation of quality photos of each Living Group daily
  - Take video clips of living groups, daily camp activities, and specific marketing photos
  - Sort, edit, tag and file video clips and save all files to camp-designated folders
  - Facilitate various elements at the Challenge Course (at least once per day) as assigned by Challenge Course Coord.
- Create a weekly video for Camper Closing Celebration
  - Film a variety of camps different activities to show a complete view of camper experiences
  - Ensure video is appropriate and reflective of the NGCRM mission
  - Edit the video using Adobe Premiere Pro and have projects complete for review by breakfast Friday in order to make all necessary edits prior to closing celebration as determined by Directors
- Create a NGCRM staff video by the end of the summer for viewing at banquet
  - Collect and organize staff videos from all NGCRM summer programs to display full summer experience.
  - Upload to camp Vimeo account
- Dually responsible (alongside Photographer) for media equipment
  - Manage all media equipment (video/still cameras, projectors, sound systems, projection screens, tripods, etc.)
  - Keep and update inventory of equipment and inform Assistant Director of any broken equipment or purchase needs
  - Maintain a clean and organized living space and media office space
- Active Coordinator Team member
  - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
  - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
  - Prepare for camp during the winter & spring through on site meetings, retreats, and/or online/phone discussions.
  - Ensure adherence to camp policies/procedures and Core Values
  - Attend and contribute to Coordinator Team meetings

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.