

<b>Job Title:</b>	Video Editor (summer position)
<b>Reports to:</b>	Marketing Manager (marketing_mgr@svpc.us)
<b>Hours Per Week:</b>	Average 15 hours per week, two weeks out of a three week cycle; some hours flexible (between Monday & Thursday), but final edits must be done between Friday afternoon and Saturday night.
<b>Hourly rate:</b>	\$22
<b>Timeframe:</b>	Begin May 3 or as soon as possible—through end of August
<b>Location:</b>	<b>100% Remote—candidate can work remotely from anywhere</b>

### **Duties**

- Edit music videos for Sunnyvale Presbyterian Church worship services.
  - Coordinate and communicate with Choir Director and Music Coordinator/Organist regarding work to be done, and schedule/due dates.
  - Compile and edit together videos submitted by various musicians & singers, do some audio work, and sync with audio file provided by Choir Director.
  - Add music titles/composers/licensing information to videos.
  - Add song lyrics to videos .
  - Transitions, fade-ins/fade-outs.
  - Add video on top of background graphics as provided by Marketing Manager/others.
- Weekly schedule
  - Average 15 hours per week, 2 out of every 3 weeks. Video editing might be done during an “off” week, as necessary for a future service, or for other ad-hoc video projects.
  - Initial video editing is done primarily between Monday and Thursday evening prior to Friday morning tech rehearsal.
  - Final editing happens between Friday afternoon (after tech rehearsal) and Saturday night, so final videos are ready for Sunday morning’s service.
- ***Candidate must be available for editing during this timeslot.***
- Occasional ad-hoc editing for non-worship video projects, as needed.

### **Required Skills**

- Video editing skills—90%
- Video/audio syncing skills—10% (coordinate closely with Choir Director who does the majority of the audio syncing)
- Advanced knowledge of Adobe Premiere Pro
- Organization skills are necessary to keep track of files in progress, and to catalogue finished videos for future use
- Nice to have: experience/familiarity with the church environment

### **Technology/Software/Hardware Requirements**

- Software:
  - Video-editing software: prefer Premiere Pro (Adobe); Final Cut is less desirable, but acceptable

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- Church will provide login/access to PCO for coordination of dates/music/videos that need to be edited
- Google Drive is used for file management/sharing
- Hardware:
  - Desktop computer is highly preferred over laptop
  - CPU: Intel i7 chip and 16 GB of RAM (or better)
  - Graphics card
  - Fast internet speed

**Examples of Videos created for SVPC worship services:**

**Hymn Videos:** #248 “Christ is Risen” (Zoom-screen choir, trumpet, organ, hymn text):  
<https://drive.google.com/file/d/1L19xfd29W10USWCN7pY5R9px7b8f6z12/view?usp=sharing>

Hymn #14 “For the Beauty of the Earth” (8 singers, organ, hymn text): <https://drive.google.com/file/d/1LVrm3ABHDzM68kejtGssb7Ybt7BEzbK3/view?usp=sharing>

**Choir-Anthem Video:** “Jesu, Joy of Man’s Desiring”: [https://drive.google.com/file/d/14-iqFMcSOKw3QPO1JJsRzDYuv\\_U6sDjk/view?usp=sharing](https://drive.google.com/file/d/14-iqFMcSOKw3QPO1JJsRzDYuv_U6sDjk/view?usp=sharing)

**Early-Light song video:** “Here the Bread Is Broken” (4 singers, instruments, song text):  
<https://drive.google.com/file/d/1zFJk2z5ygSKNgEp9qqt9hOF5RIJDi5A/view?usp=sharing>

**Instrumental Video:** (offertory) Duet on “Though I May Speak”  
(flute/violin/piano): <https://drive.google.com/file/d/1y8unJv5k3IJ3EAg0hcS73yGgv4mv96TL/view?usp=sharing>

**Organ Postlude Video:** Burkhardt Toccata (coffee hour slide with organ video):  
<https://drive.google.com/file/d/1PTDY3-dweAzM8yMQszmQL4I4r5n1et7T/view?usp=sharing>

**Early-Light fountain video:** “Jesus Loves Me” (fountain video with flute/piano mp3):  
[https://drive.google.com/file/d/15ZdFU5clbaFibCT2p4E8PCV\\_3SsFdpgC/view?usp=sharing](https://drive.google.com/file/d/15ZdFU5clbaFibCT2p4E8PCV_3SsFdpgC/view?usp=sharing)