



**Job Title:** Video & Audio Editor  
**Team:** Creative Marketing Team  
**Division:** Marketing & Events  
**Group:** Shared Services  
**Location:** Alpharetta  
**Reports to:** Video Team Manager  
**Exempt/ NonExempt:** Exempt  
**Southern Baptist Required:** Yes

**Summary:**

The NAMB Video & Audio Editor is an essential part of the Marketing Video Team and in achieving our goal of telling compelling stories that lead people to action. This role includes the editing of a wide variety of video and audio content and also works closely with the Video Producer and the Video Manager on the conception and production of videos. This role reports to the Video Team Manager.

**Essential Functions:**

- Coordinate with external producers, crew and other vendors on the production of videos for edit
- Consistently meet deadlines (and contribute to the setting of those deadlines)
- Work with team members to develop and implement ideas/stories/assets for NAMB projects in a creative, effective and strategic manner
- Implement third party plug-ins, templates, web resources and other technology as needed
- Record and Edit all coordinate Podcast production that happens in our studio / environments
- Organize and manage related aspects of editing, including raw footage, video masters, project backups, file conversions, including all podcasts and audio recordings, etc.
- Ensure that all projects are completed in a timely manner with special effort and attention given to technical content and accuracy
- Maintain a high level of quality control throughout all video projects
- Assist in the evaluation of processes related to various aspects of video production, post-production, etc., always working to improve effectiveness
- Provide education to other Creative Team members on various aspects of video editing systems and processes as needed
- Assist in the management and care of assigned equipment, studio equipment and other production facilities

**Requirements:**

- Strong working knowledge of various video and audio editing software including the Adobe Suite, Pro tools and other editing work flows.
- Requires basic skills in Motion graphics editing in After Effects
- Able to independently handle editing and producing stories as needed



- Capable of going beyond just editing and be a partner to the Video Producer and Creative Team in the whole story telling process
- Knowledge of third party plug-ins, templates, web resources and other technology as needed

**Education and/or Experience:**

Bachelor's degree (B.A.) or equivalent; or four or more years' related experience and/or training; or equivalent combination of education and experience.

**Christian Walk:**

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

**Communication Skills:**

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

**Other Skills, Abilities, & Qualifications:**

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The



employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**Personal Qualities:**

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.