

Job Title: Video Director

Status: Full Time

Working Days: Sunday thru Saturday, driven by events schedule. Days worked is tracked per quarter based on a 5 day work week (system to make sure days off are accounted for)

Travel Required: Yes (approx. 85%)

Hours Per Day: Approx. 7-10

JOB PURPOSE: Video Director role is designed as an onsite position as well as some office/creative time. You will oversee the video system aspects of our company (LED walls, Camera's, Switchers, Computers, Graphic elements, etc.). You will work with sales and production teams to be a driving creative source for set designs, video elements and video gear implementation. You will report to the production manager, who oversees all on site production elements.

TOP THREE ROLES:

1. Creative director
2. Digital media
3. Lead video department

JOB DUTIES:

- Lead video crew on site
- Be a driving influence for video centric topics in office
- Create set designs as needed
- Create and lead graphics packages (Powerpoint and presentations, still and animations, lower thirds) as needed
- Set up and manage LED wall products
- Oversee video equipment condition and functionality
- Step into any video role on site (vid director, graphics, EIC, etc)
- Build pixel accurate maps as needed
- Recruit, train and inspire video crew/contractors/team
- Be an onsite project manager as needed

SKILLS/QUALIFICATIONS:

- Global understanding of systems and processes within the video aspect of live event production

- Proficient in Adobe Suite

EXPERIENCE:

Must have a minimum of 4 years of onsite experience.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; Email; PC and Apple Operating Systems; Vectorworks (not required, but added value), Spreadsheet software and Word Processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

TEAM REQUIREMENTS:

The top three team wide requirements for this job are:

1. **Communication** – Be efficient, informative, and inspirational in communication, helping to foster the best positive environment and experience for team members and clients.
2. **Organization** – Organization of meetings, calendar, emails, documents, systems, files, projects, and random last minute requests.
3. **Anticipate and Expedite** – Take initiative to efficiently handle all tasks that arise with little direction.

TE is a live event production company in Marietta that specializes in providing the highest level of customer service to our growing customer base. We provide technical solutions such as audio, video, lighting, staging, set design and production management for live events. We have a large church as well as corporate clientele. You must possess characteristics such as: Detail oriented, organized, clean, precise, teachable, outgoing, team spirit, diligent, task oriented, service oriented and a positive attitude.

Company Values:

- Do the right thing

- Always give 100%
- Show people you care
- Be better every day

Item	Compensation
Video Director Salary Benefits (Health) 401K 4% match (starting 1 st quarter after 90 day period)	Salary Dependent on Experience \$350 Stipend for the employee

ADDITIONAL INFORMATION

Personal time off (Vacation):

Vacation/PTO will be accrued monthly

Year 1- 6 days of vacation

Year 2- 12 days of vacation

Year 3- 12 days of vacation

Year 4+ - 12 days of vacation plus the week between Christmas and New years is considered time off.

Half Days Off (4hrs) will be Good Friday, Christmas Eve, and New Year's Eve.

Full Days Off (8hrs) will be Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas, and New Year's.

90-Day Trial Period:

A 90-day evaluation period will be in effect from the date of hire for both company and employee evaluation. During this time, the company will provide all necessary support and training to help the employee reach mutually agreed upon performance metrics. Continuation of employment may or may not be determined based

on achieved metrics. This will also serve as the waiting period for health insurance benefits.

Performance Metrics:

Monthly, quarterly, and annual reporting.

For Human Resources Only

Date Completed / updated: 2.2024