

JOB DESCRIPTION – WEB AUDIO/VIDEO EDITOR

JOB/TASK: Web Audio/Video Editor

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: 3-4 hours/week

SUPERVISOR /CONTACT: Webmaster

REFERENCES: (people who have done this job and would be willing to answer questions about it) Roland McElroy

Duties: The Audio/Video Editor is responsible for picking up at least one of the DVDs used to record the two Sunday services weekly (except in summer when there is only one service). The editor must then download the service to a computer equipped with video editing software. Extracting the scripture and sermon content only of the DVD is the primary job. Editing and rendering in .wmv format is necessary and will take 3-4 hours depending on length of the scripture/sermon segment. Rendering an audio file in MP3 format is also necessary. Finally, the Audio/Video Editor will upload the two files to the church's video web hosting service, and notify the Webmaster that the files are ready to link on the website.

Expertise Required: Video editing skills are essential but most video software for laymen come with excellent tutorials. Currently, we are using Adobe Premiere elements to convert video to .wmv files that are compatible with most cable distribution systems. We also use Lame3 for converting the audio portion of the video from a large .wav file to the more easily handled MP3 file format. MAC users will have their own preferred software for accomplishing the above task. Some facility for editing with effects is also desired.