

Focus.

Role Description

Team

Media Team

Role Context

Focus is a chance for our church Network to spend quality time together; to pitch in as a family, sharing food, receiving and praying for one another, and supporting each other as we grow. Each member of this team plays a vital role in making Focus an extraordinary experience for our church Network.

Role Purpose

Working as part of the HTB Creative team to help with one of a number of different roles! We run photography, filming, social media, editing/selecting photos, editing video clips, designing slides and generally producing a lot of the content going on the screen in Big Top during the week and around the world to promote future events and activities.

Work Expectations

7 hours on shift per day

- Shifts may include working early, late and during Big Top sessions.

Key Responsibilities

This will vary depending on which specific team you'd like to join – but we're looking for:

HTB Creative Runner:

- Providing social media, photography and video teams with practical support wherever needed around the site.
- Working with colleagues to ensure we adhere to GDPR and Health & Safety requirements (training will be provided at the event).
- Maintaining kit inventory for the event.
- Carrying/transporting kit between various locations on site.
- General office administration – helping keep the office clean and tidy.
- Helping set up (and looking after) photo/video sets.
- Fetching items, such as call sheets, equipment, tapes and cables.
- General logistics for the department.

Videographer:

- Video recording events during the week.
- Working to a brief and a shot-list to capture relevant footage as requested.
- Adhering to GDPR requirements (training will be provided at the event).
- Preparing, caring for, and returning camera equipment you'll be using during the event.

Photographer:

- Photographing events during the week.
- Working to a brief to collect photographs and taking them to colleagues in the Media Hut.
- Preparing, caring for, and returning camera equipment you'll be using during the event.
- Working with colleagues to ensure we adhere to GDPR requirements (training will be provided at the event).

Photo Editor:

- Transferring photographs from SD cards onto HTBs systems, then formatting the cards and returning them to photographers.
- Working to a brief, identifying photographs which meet certain requirements.
- Editing/touching up photographs .

- Working with colleagues to ensure we adhere to GDPR requirements (training will be provided at the event).

Designer:

- Designing and altering slides with edited photos and prescribed fonts, which will be used on screen at Focus.
- Designing social media assets to be posted on our various channels.
- Working to a brief prescribed by the HTB Creative team.

Social Media:

- Photographing and filming events during the week.
- Posting social media content on our channels.
- Working with colleagues to ensure we adhere to GDPR requirements (training will be provided at the event).
- Copywriting
- Co-ordinating people for photoshoots and working with photographers
- Working to a brief prescribed by the HTB Creative team.

Please note these lists aren't exhaustive.

Essential Skills

For videographers:

- Ability to direct people to capture specific action and events for the camera.
- Set up and break down recording equipment before and after use.
- A good creative eye for a shot.
- Videography skills -skills in using a variety of video cameras – particularly DSLR and Sony FS7, A7S2 and A7R.
- Feel comfortable approaching strangers and talking to people; you'll be interacting with the wider Focus attendees and the rest of the HTB Creative team.

For photographers:

- Experience of taking photography at events (preferably experience in a similar role in a church setting or at a similar event).

For designers:

- Computer literate – comfortable using a number of Microsoft/apple software packages.
- Would prefer people **with** experience of design work – preferably with software packages such as indesign.

For photo editors:

- Computer literate – comfortable using a number of Microsoft/apple software packages.
- Would prefer people who have experience using Adobe Lightroom and similar software.

For social media:

- Basic photography and videography skills – preferably for social media.
- Experience using gimbals and social media planning software, such as Hootsuite/Facebook Business Suite. – *not essential*.

For everyone, whichever team you'd like to join:

- Flexible – willing to adapt and change plans at short notice.
- Punctual – with a number of deadlines to meet, media team must arrive promptly to their rolling shifts
- Team player – Media volunteers should be happy working with others.
- Excellent communication skills – a strong ability to understand other people and empathise with them; you'll be interacting with the Focus attendees and the HTB Creative team.
- Servant hearted – willingness to help whatever the situation.

- Contactable – we'll contact the team about shift changes via phone. Volunteers will need a phone that is fully charged which you're prepared to use and be contacted on whilst on site. Charging facilities will be provided.
- Responsible – Volunteers need to take responsibility for the tasks given, listening carefully to instructions and using initiative where necessary to complete the task at hand.
- Hard working – Willing to put in a lot of effort to achieve what the team is capable of.
- Courteous - Be kind and courteous with how you treat all staff, volunteers, and guests.
- Have fun – **Don't get so caught up that you forget to enjoy yourself!**

Working Environment

- Outdoors – Volunteers will spend a lot of time outside at the event
 - Standing/walking – some roles may require walking large distances across the site
 - Working either outdoors (possibly in variable weather) or in venues (can be hot)
- Sometimes office based – Some roles may involve working on computers in our on-site office at Focus.
- Long days – while you'll be rota'd to work 7 hours per day, these might include early starts and late finishes (although we'll try to avoid these on the same day).