

# **Job Description**

Executive Media Director

**Opening date: May 6, 2018**

**Job Summary**

**Closing date: June 6, 2018**

The Executive Media Director works under the direction of the Senior Pastor/Church Administrator and is responsible for all audio, lighting, and associated Media operations of the church, both internal and external and is accountable for all income and expenses of the Media Ministry.

## **Work Hours**

Part time up to 20 hours a week; hours will vary but must be available for all worship services held at SJMBC, choir rehearsals, and as needed for other duties assigned.

## **Examples of Work**

- Recruit, train, cross train, schedule, support, encourage and supervise paid and voluntary Media Staff.
- Preside at regularly scheduled meetings and lead in the development of policies and procedures in agreement with those established by the church.
- Conduct regular evaluations of the quality and effectiveness of the Media ministry, coordinate with worship leaders, Minister of Music, Worship Leader, and the Pastor to develop and implement plans for improvement.
- Participate in weekly meetings with Worship Planning Team
- Coordinate audio, video, and lighting needs with the Worship Leader, or Drama Department for worship services and/or special productions.
- Oversee operation of lights and spotlights as needed during worship services and special events
- Ensure that all technical and electronic systems related to worship and the Media Ministry are adequately secured, clean, operable and properly maintained, arrange repairs as necessary

- Report equipment and supply replacement needs or recommendations to the Pastor/Church Administrator for those replacement needs
- Operate direct the operation of audio and video equipment to ensure maximum audio and video quality, ensure that all equipment is tested well in advance of the beginning of services.
- Perform and direct the production, duplication, and marketing of quality audio and video recordings
- Ensure the updating of social media posts and website design and content for maximum effectiveness
- Responsible for editing and labeling of master recordings and videos and proper filing in an organized library of masters
- Develop for approval and manage the annual Media Department budget
- Maintain an inventory of equipment and supplies
- Other duties as may be assigned from time to time