

## **BLACKWATER UNITED METHODIST CHURCH**

### **MEDIA DIRECTOR JOB DESCRIPTION**

The part-time position of Media Director plays an important role in our experiences of worship and special events. Therefore, it is essential that this position be filled by someone who loves supporting and serving God's people through sound and visuals.

#### **Qualifications**

- Growing relationship with Jesus Christ
- Teachability, flexibility, willingness to receive creative input and direction
- Ability to effectively communicate with, lead, train, and manage volunteers
- Problem solving ability
- Ability to meet deadlines
- Proficiency in ProPresenter or commitment to learn it
- Proficient computer skills (Apple computer & software) and the willingness to learn new skills as needed or as technology changes
- The experience and/or aptitude in usage of sound boards and video cameras as well as the use of streaming services
- Adapts well to leadership and technology changes

#### **Duties**

##### *Team Building*

- Recruit, train and schedule volunteers to present Pro-Presenter presentations for the weekly Sanctuary service, and special seasonal services (Christmas Eve; Ash Wednesday, Holy Thursday; Good Friday, etc.)
- Collaborates and supports the work of The Table Media Director when necessary

##### *Service Streaming*

- Evaluate worship services for the purpose of improving the Audio/Video/Lighting and implementing necessary changes
- Edit and post video & audio of worship services online. (we currently use OBS, Facebook & YouTube)
- Operate and care for media equipment: video cameras, computer, sound board, etc., and keeping supervisors aware of additional audio/visual needs
- Together with volunteers, troubleshoot sound and visual issues on Sunday mornings and during special services.

##### *Visuals*

- Works with pastor to develop themes and imagery for worship services and special events
- Creates weekly announcement, scripture, responsive reading & lyric slides
- Create weekly template for Sunday service
- Projector/confidence monitor troubleshooting

#### **Hours & Availability**

- Typically 6-8 hrs/week: \$6000/year (additional hours during special seasons/events of the church)
- Sunday mornings & when special services/events are held)

#### **Supervision**

- Supervised by the Pastor
- Responsible to the SPRC (Staff, Pastor Parish Relations Committee)
- Subject to the guidelines in the BUMC employee handbook.

## **THE TABLE AT BLACKWATER UMC**

### Media Director Position

The part-time position of Media Director plays an important role in our Sunday experiences and special events. This job is for someone who loves supporting the church through sound and visuals.

#### **Qualifications**

- Growing relationship with Jesus Christ
- Teachability, flexibility, willingness to receive creative input and direction
- Ability to effectively communicate with, lead, train, and manage volunteers
- Problem solving ability and ability to meet deadlines
- Proficiency in ProPresenter or commitment to learn it
- Proficient computer skills (Apple computer & software) and the willingness to learn new skills as needed or as technology changes
- The experience and/or aptitude in usage of sound boards and video cameras
- Ability to adapt to changes in systems, styles, and leadership

#### **Duties**

##### *Team Building*

- Recruit, train and schedule volunteers to present Pro-Presenter presentations for the weekly The Table service, and some special seasonal services (Christmas Eve; Ash Wednesday, Holy Thursday; Good Friday, etc.)
- Together with volunteers, troubleshoot sound and visual issues on Sunday mornings and during special services.
- Collaborates and supports the work of the Sanctuary Media Director when necessary

##### *Sound/Recording/Lighting*

- Evaluate worship services under the direction of the Worship Leader for the purpose of improving the Audio/Video/Lighting and implementing necessary changes
- Edit and post video & audio of worship services live online (currently use OBS, FB, & YouTube)
- Operate and care for media equipment: video cameras, computer, sound board, etc., and keeping supervisors aware of additional audio/visual needs
- Present for midweek band rehearsal and Sunday morning warm up to run sound and test mics

##### *Visuals*

- Works with pastor and Worship Leader to develop themes and imagery for Sunday experience
- Creates weekly announcement, scripture, & lyric slides
- Create weekly template for Sunday service
- Projector/confidence monitor troubleshooting

#### **Hours & Availability**

- 6-10 hours per week; \$6000/year
- Sunday mornings (8am-12:15pm) & days where special, seasonal services/events are observed
- Present during The Table band rehearsal - Wednesdays evenings 5pm-7:30ish

#### **Supervision**

- Supervised by the Pastor and under the direction of the Table Worship Leader
- Responsible to the SPRC (Staff, Pastor Parish Relations Committee) & subject to the guidelines of the BUMC employee handbook.