



Title: Media Director	Prep/Revised Date: December 2025
Reports To: Windsor Campus Pastor	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 20 Hours	Campus: Windsor

Summary

The Media Director, in collaboration with the Worship Director, Campus Pastor, and corresponding department(s) at other campuses, will be responsible for maintaining the technology used to create the visual experience. Whether in a live teaching scenario, or video teaching format, have the priority of creating a distraction free, technologically stable environment for the highest quality worship and teaching environment possible.

Duties & Responsibilities

- Work directly with the Campus Pastor and Worship Director to ensure that the media, stage, and lighting environment is prepared for upcoming weekend services and the service orders are created.
- Create slideshows and videos, highlighting any events for spotlight during services.
- Schedule all livestream events for services via Resi and YouTube.
- Work in tandem with Worship Leaders and speakers on any special lighting, video or video/ audio requests.
- Add media such as cues and time allotments to the Planning Center.
- Perform computer preparation for weekend services and weekday ministries using the *ProPresenter* software program and other computers and media as needed.
- Ensure that the set list for worship is in the computer and the lyrics match the worship leader's mapping.
- Prepare playlists containing graphics for the message, any videos needed, and announcement loops, for the volunteers use during services.
- Perform maintenance duties. Which includes but is not limited to such items as maintaining a clean and organized control room, updating computer software, organizing and backing up computer file data.
- Oversee the scheduling and training of all media and tech volunteers.
- Provide personal support; ensure another staff member or trained volunteer is available for support during any events that would require media services, such as weddings, funerals, concerts, if you are not present.
- Provide audio engineer support for the worship band and speakers.
- Collaborate with Media Team across campuses to facilitate alignment and cohesion.

Skills/Qualifications

- Proficient in the use of media equipment and applicable software programs.
- Must be confident and professional with excellent interpersonal skills, and the ability to work with people in a fast-paced environment while demonstrating tact and diplomacy.
- Proficiency in the following software: Planning Center Online, Pro Presenter, Resi, YouTube, and other software used in the production of any applicable gatherings.

Education and/or Experience

- High School diploma or GED.
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.

- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20+ hours per week. Weekends & other; specific hours determined by Supervisor.

Compensation: Non-exempt. \$20.00 per hour.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)