Alleluia! Lutheran Church

Job Description

Job Title: Media Director

Reports to: Worship and Music Director

Location: Alleluia! Lutheran Church **Department: Media & Production**

Type of position: Part-Time

FLSA Classification: Non-exempt/Time Sheet Required

Hours: Average of 10-15 Hours per week

General Description: Oversees audio-visual production and collaborates with other ministries to support their audio-visual needs. The media director is the primary contact for staff and worship team on issues of lighting, sound, and visual media.

.

Essential Duties

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may be assigned.

Production and Delivery of Media

- Ensure media productions are current, consistent, and of high quality
- Work directly with pastors, worship leaders, and staff to finalize weekly slides and visual materials
- Prepare, plan, and implement all in-house video productions
- Lead/Orchestrate live-streaming and recording of worship services as directed
- Ensure that media, sound, and lighting equipment are maintained and in good working order
- Collaborate with Worship Director to produce audio/visual media needs for worship services and other scheduled campus activities.
- Assist as requested with additional social media initiatives
- Stay current on media software, sound equipment, and in-house media equipment
- Responsible for all audio/visual set-ups and trainings on church campus for outside renters as needed
- Maintain orderly (labeled) inventory and equipment storage in designated spaces
- Be responsible for Alleluia's YouTube page, content and profile information
- Read and sign acknowledgement of policies and procedures as stated in Alleluia! Staff Handbook

Recruitment, Training & Supervision

- Recruit, train and lead volunteers to assist in audio-visual presentations during worship to manage worship slides, sound board and livestream
- Collaborate with Worship Director to schedule volunteers for worship services and other scheduled campus activities

Spiritual Responsibilities

- Demonstrate the mission, vision, values, and culture principles of Alleluia! Lutheran Church
- Regularly attend worship services

Education and Experience

- High School Diploma required; Bachelor's Degree preferred
- Minimum of 3 years' experience in Media & Production preferred
- Proficiency in working with audio, video, and media software
- Ability to learn new audio and technological applications

Communication and Relationship Skills

- Ability to establish, cultivate and nurture high value relationships across the organization and congregation
- Demonstrate motivated initiative with a “can do” approach for results orientated outcomes
- Demonstrate pride in teamwork and outcomes
- Demonstrate professional interpersonal skills
- Demonstrate clear and concise written and verbal communication
- Ability to effectively present information to staff and congregation
- Ability to read, write, speak and comprehend English fluently

Reasoning Ability

- Ability to work independently and know when to seek guidance from leadership
- Ability to work under pressure to meet guidelines
- Ability to identify problems and determine the best course of action for their resolution, including knowing when to communicate and engage management/leadership
- Ability to use diplomacy and tact in all communication, written and verbal

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to use office equipment such as computer, keyboard, mouse technology
- Ability to perform repetitive motion activities such as heavy typing and using a mouse
- Ability to push, pull, lift or carry up to 50 lbs.
- Ability to squat, crawl and climb
- Ability to stand long hours
- Flexible hours will be required to accommodate Christian holidays with services

Employment at Will:

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgement:

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything that I have been given in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions of what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members are not to be construed as an exhaustive list of responsibilities, duties, and skills of staff so classified. Therefore, I may perform other related tasks under the direction of my supervisor.

Employee Printed Name: _____ Date: _____

Employee Signature:
_____

Supervisor Printed Name: _____Date: _____

Supervisor Signature: _____

Reviewed/Approved by: **Alleluia! Lutheran Church Council**

Updated: April 20, 2026