

Media Director Job Description

Job Description: Media Director

Position Classification: (PH)

Pay Grade: SMH1

Reports To: Worship Pastor

Principle Function:

The Media Director will lead in all areas of multimedia and technical productions pertaining to all worship services, ministries, and special events of Parkland Baptist Church with emphasis on equipping laity to help in performing these duties.

Qualifications for the Position:

1. Should be a born-again believer in Jesus Christ, engaged in a growing and deepening relationship with Him, and living in submission to His Lordship.
2. Should be willing to engage in the ministry of Parkland Baptist Church as a church member and as a staff team member.
3. Must be able to work well with others, seeking to resolve conflict in accordance with Matthew 18 and Galatians 5.
4. Must be a team player, and, at times, a team leader.
5. Should possess the requisite education, training, and/or experience in the area of sound, lighting, and video production to meet the current needs and future direction of this ministry.
6. Have experience in video production including composition, editing, production, direction, etc. of videos to be used in services, ministries, special events, and publicity.
7. Think creatively for current and future desires and needs of our ministry; willing to step “outside the box” using media and its resources for the purpose of enhancing our church and its ministries in her ability to reach the lost and un-churched, while balancing with “inside the box” understanding of the church in history and place in the community.
8. Must possess professional maturity, good communication skills, self-motivation, and attentiveness to details.
9. Must be familiar with Apple/Mac products, ProPresenter, and Planning Center.
10. Knowledgeable with digital sound boards (i.e. Soundcraft vi3000), Aviom systems, and BoxCast.

Responsibilities:

1. Ensure audio, lighting, video, and media needs are met for campus-wide programming and events.
2. Oversee all media staff (volunteers) for the production of worship services and special events.
3. Recruitment, selection, training, and scheduling volunteers.

4. Provide leadership in all worship services by being present and actively participating in the technical production spaces.
5. Work with the invisible effectiveness that is expected of a supporting ministry and lead others to do the same.
6. Create video projects as needed for various services, special events, and ministries.
7. Provide direction in the purchase and maintenance of all technical equipment.
8. Work with the Children and Music Pastor to develop creative ways to use multimedia within services and special events.
9. Provide oversight of the media ministry portions of the annual budget.
10. Attend staff meetings when requested.