



JOB DESCRIPTION

Media Specialist

Position- Full-time, Salary, Exempt
Reports to- Pastor

Baptist Grove Church is seeking a passionate, knowledgeable, versatile and creative Media Specialist. The Media Specialist will lead and cultivate a stellar media and production team. The Media Specialist will lead our photography, audio and video teams. Primary responsibilities include overseeing media and technical aspects of worship services, producing and editing video, ensuring a stellar online worship broadcast, creating strong still and motion graphics for church communications, and managing updates on all digital media platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

GENERAL

- Must establish and foster exemplary relationships with church staff, volunteers and members
- Model Baptist Grove Church (BGC) vision for discipleship through growing in faith, strengthening relationships with others, and serving the community
- Pray for Senior Pastor, ministerial and administrative staff and Church family
- Attend all worship services, church-wide special events and meetings as needed
- Perform other duties as assigned by the Director of Ministries

PRODUCTION MANAGEMENT

- Recruit, train and strengthen volunteers to establish a creative, contemporary and compelling multi-media ministry
- Develop new and innovative programming ideas for media
- Work with and support BGC ministries on needs of multi-media services
- Serve and oversee the audio, visual and photography teams for all worship services
- Schedule broadcasts, productions and recording services
- Annually review and evaluate policies and procedures for operating audio and video equipment, including making necessary improvements
- Serve and oversee set-up of field production services; not to exclude lighting and audio
- Coordinate meetings with volunteers, editors, writers, etc. to build production time lines

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personnel@baptistgrovechurch.org • www.baptistgrovechurch.org

- Plan and produce creative promotional announcements in partnership with other ministries of the church
- Respond to letters/emails from members and viewers related to AVL needs/requests
- Oversee stage lighting during worship services/events, including understanding light computer programming
- Shoot and edit video
- Produce and create still and motion graphics, message openers/bumpers for use during services as well as video media for special events and advertisement
- Monitor live streaming of video via web and social media for Sunday morning services and archive video for use online.
- Create engaging and creative stage designs using sets and dynamic lighting
- Monitor and maintain all audio/visual equipment; recommend upgrades and maintenance to maximize performance and utilization of the ministry resources
- Manage budget for all media needs, including presenting efficient ways to maximize spends
- Other duties as assigned

DIGITAL COMMUNICATIONS

- Manage updates to the church's website
- Manage messaging on the church's social media platforms (Facebook, Twitter, Instagram)
- Create and work with vendors to provide graphics for publications and marketing

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION

- A degree in video production, graphic design, or related field is preferred. Applicants with commensurate experience that demonstrate necessary gifting will also be considered
- Adept in video editing, graphic design, and Adobe Suite
- Working knowledge of WordPress
- Knowledge of technical stage lighting and light computer programs
- Knowledge of audio/sound equipment, including operation of sound board and microphones during live services
- Ability to troubleshoot problems in all technical areas during service, including video, audio or lighting issues
- Strong attentiveness and detail-oriented
- Leadership skills for directing team of volunteers
- Commitment and ability to work in and contribute to overall staff in team-based environment

HOW TO APPLY:

Submit the following credentials to personnel@baptistgrovechurch.org:

- Cover letter
- Resume
- Creative Video Resume (via Dropbox or Google) (2 minute maximum)
- Portfolio of work

Position is open until filled.



APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

			<u>DATE</u>
			SOCIAL SECURITY
<u>NAME</u>			
LAST	FIRST	MIDDLE	
<u>PRESENT ADDRESS</u>			
STREET	CITY	STATE	ZIP
<u>PERMANENT ADDRESS</u>			
STREET	CITY	STATE	ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

➤

SPECIAL SKILLS

ACTIVITIES:

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
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LAST

FIRST

MIDDLE

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST? All

WHAT DID YOU LIKE MOST ABOUT THIS JOB? The ability to lead

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. [Fill in name of state.]
 IT IS UNLAWFUL IN THE STATE OF North Carolina TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
 CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE
 SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

 Signature of Applicant

IN CASE OF
 EMERGENCY NOTIFY

 NAME ADDRESS PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: DATE:

REMARKS:

HIRED: Yes No POSITION DEPT.

SALARY/WAGE DATE REPORTING TO WORK

APPROVED: 1. PASTOR 2. EMPLOYMENT MANAGER