



Baptist Grove Church Media Director Job Description

Baptist Grove is seeking a Spirit-filled, creative Media Director to lead its media ministries. The ideal candidate will have extensive experience in live and post-production, a strong ability to form and lead volunteer teams, and an ability to think creatively about spreading the message of Christ and the mission of the church through media.

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

PRODUCTION MANAGEMENT

- Recruit, train and strengthen volunteers to establish a creative, contemporary and compelling multimedia ministry
- Develop new and innovative programming ideas for media
- Work with and support BGC ministries on needs of multimedia 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 timelines
- 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