



Willoughby United Methodist Church
15 Public Square
Willoughby, OH 44094

JOB DESCRIPTION – Media Director
Position Overview
<p>In striving to always improve our means of communication, the Media Director’s position will be vital in providing operational and directional support to the communications aspect for our worship services and beyond. The role of the Media Director is to lead a team of volunteers that produce and facilitate the visual and video elements for all church events, including Sunday morning worship services.</p> <ul style="list-style-type: none">• Be a person of genuine Christian character who loves the Church.• Can interact with parishioners, guests, committees, and staff in an enthusiastic manner that is helpful, courteous, pleasant, and professional.• Can equip and empower others to form a team setting in which people can serve and utilize their gifts.
Primary Accountabilities
<ul style="list-style-type: none">• (3 hours) Operational – Sunday mornings 9 a.m. until the completion of 2nd service• Equip, empower and coordinate a team of servants to operate audio and visual elements in the service, including ProPresenter, Sound Board and Livestream.• (5 hours) Administrative/Creative - Scheduling, training, creating, editing.• Creation, collection, editing & distribution of content across website & social media platforms• Scheduling and training of volunteers in media operations.
Secondary Responsibilities
<ul style="list-style-type: none">• Other duties as the need presents itself.
Reporting Relationship
<ul style="list-style-type: none">• Reports to: Director of Worship & SPR Liaison• Works closely with all members of church staff, committees and membership.
Skill Set/Education Requirements
<ul style="list-style-type: none">• Knowledge of video production techniques including lighting, sound and operating video cameras. Working knowledge of ProPresenter and Final Cut Pro or equivalent video editing software.• The ability to produce content that can then be shared via live stream, Facebook or any other appropriate digital and social media outlets.
Hours
<p>The position is part-time (8 hours per week) Sunday Morning is currently the primary time slot, working with Worship Director during the week to produce video content and carry out other responsibilities.</p>



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