



Media Director

Job Title: Media Director

Salary: \$42,120

Benefit | Vacation, Sick Leave, and Holiday Pay

Work Schedule: Wednesday - Sunday | Off Monday & Tuesday | Specific hour will be determined upon hiring.

Job Summary:

This individual is responsible for all activities surrounding the sound and video technology at SPHAC. This includes running the equipment when needed or securing volunteers as needed. This individual will also be responsible for monitoring of maintenance and training on the equipment. Supports execution for all services, ministry services, and events. Lead and schedule all production volunteers. Responsible for acting as a liaison with the production and music teams.

Essential Responsibilities:

- Communicate with staff and plan services as necessary.
- Manage PowerChurch software & room scheduling.
- Leads debrief meetings with the production and music teams to make decisions on changes for services.
- Inform the custodian/trustee when routine cleaning and maintenance are needed.
- Operate the projection, sound board, and video during Worship Services and other events such as (but not limited to): funerals, weddings, concerts, and rehearsals.
- Record, encode, edit, and upload Worship Services for the SPHAC Livestream (i.e. Facebook, YouTube).
- Create, maintain, and update training materials, policies, inventory, and equipment.
- Take pictures or short video clips during events for use on social sites, newsletters, or other publications.
- Establish, recruit, and coordinate a group of volunteers who can assist with running the projection, sound, and video during services and other events as needed.
- Train all volunteers in running the projection, sound, and video equipment.
- Manages and creates sound and media budgets and reports.
- Other duties as assigned by other Sr. Pastor or Board of Elders.

Additional Responsibilities:

- Assist the sound team/worship director with set up as needed, including checking batteries and testing equipment.
- Assist in building shutdown, including but not limited to turning off fans and lights, and locking doors.
- Lead SPHAC to continue to develop the technology program, including but not limited to suggestions for new equipment and capabilities as they progress.

Requirement:

- Must abide and adhere to Christian and Missionary Alliance doctrines and leadership standards.
- A strong knowledge of technology and a willingness to learn as that technology evolves.

- Able to recruit and maintain a group of strong volunteers.
- A welcoming and hospitable personality.
- Openness to change as the congregations needs evolve.
- Knowledge of basic office equipment.
- Good organizational skills.
- Good verbal and written communication skills.
- High school diploma or GED required.
- Associates degree, technical school degree or equivalent combination of education and experience required (typically 4+ years) preferred.
- Minimum 2 years of experience in live production environments required.
- Full knowledge of live production, which includes audio, multimedia, music, and staging
- Minimum 2 years of experience and demonstrated skills with technical equipment preventative maintenance and troubleshooting.
- Passionate for utilizing all types of programming, creative and production arts that create environments and experiences that enhance worship.
- Proven ability to lead and work with all levels of staff and volunteers.
- Creative and big picture thinker.
- Able to multi-task, problem-solve, and use good judgment in a fast-paced environment.
- Able to manage projects, meet deadlines, and be a part of a team.
- Able to receive and process feedback effectively.

If interest, please contact or send resume to Kx. Txawj Riam Xyooj @ xhtxawjriam@sphac.org or Txawj Suav Thoj @ shothao@yahoo.com