

## Media and Broadcast Director

Reports To: Pastor for Worship, Music and Arts

Duties:

- Serve as Media Director for all worship services on the main campus, overseeing all aspects of media to ensure they all work in harmony to effectively deliver the Word of God
- In conjunction with the various Worship Pastors, plan, organize and implement media support for all worship services, as well as major musical programs throughout the year
- In conjunction with the Pastor for Worship, Music and Arts, coordinate, develop and mentor volunteer staff and interns for all worship services, including all practices, programs and auxiliary functions of the church
- Oversee the weekly scheduling of all volunteer staff including special contract projects
- Attend weekly departmental staff meetings for input and informational purposes
- Responsible for production of internet broadcast and video archives of all services, including upload to the website
- Work with the Pastor for Worship, Music and Arts in establishing and administrating the Media budget
- Have an overall understanding of all media equipment along with an ongoing maintenance and upgrade plan for the media ministry
- Oversee and maintain products, services and relationship with our Online Streaming provider and our Weekly Radio Broadcast ministry
- Provide technical assistance as needed

Continuing Education

- Stay abreast of new products, ideas and methodologies related to media ministry
- Attend training events annually
- Special Contract Projects

Compensation for the Media and Broadcast Director is based on responsibilities that fall within the scope outlined above. Other special events (weddings, outside groups using Mount Olive facilities, etc.) are not generally included in this scope. While the Media and Broadcast Director may not be required to provide media support for these events, these projects may be available on a “per project” contract fee that is negotiated with the specific groups involved.

## Qualifications

This person should be:

- creative and visionary
- proficient in both live and post/production broadcast and video (Avid, Final Cut Pro HD)
- a leader, recruiter, and able to take direction and guidance from supervisor
- able to manage schedules and deadlines
- a team player with good office and people skills

## Expected Outcomes

- Overall weekly worship services that are seamless and enhanced, not distracted, by the technical production of the media and broadcast team
- Post production broadcasts that are professionally produced
- Volunteer teams that are developed and mentored both technically and spiritually