

MINISTRY DESCRIPTION

POSITION: Media Coordinator (Non-Exempt) (40 hours/week)

REPORTS TO: Director of Communications

SUPERVISES: Sound Operators, Radio Editor

MINISTRY OVERVIEW: Provide leadership and oversight to the media ministry of the church

RESPONSIBILITIES:

1. Provide audio, video and photography support including filming (or recruiting others to do film), coordinating staging, lighting, and editing video.
2. Audio production for special worship services (weddings, funerals, evening services, luncheons, dinners, etc.) and other events/services as needed. (Yamaha LS9 board)
3. Create videos for Contemporary Worship in coordination with Contemporary Worship Leader.
4. Edit video of sermons and Bible studies, and upload sermons to the web weekly.
5. Oversee technology and media inventory, provide setups and trouble-shoot as necessary for group meetings.
6. Post, monitor and oversee all FPC social media platforms (Facebook, Twitter, Instagram, YouTube).
7. Assist with managing FPC's website and content, keeping information relevant and up to date.
8. Upload podcasts to Soundcloud weekly and edit podcasts as needed.
9. Duplicate CDs and create DVDs as requested.
10. Work as part of the Communications Team.
11. Coordinate schedules for the audio technicians.
12. Coordinate filming of sermons.
13. Provide assistance to employees with computer issues as a "First Responder/Help Desk."
14. Learn how to navigate Access ACS (software) and assist members with technical difficulties.
15. Other tasks as assigned by supervisor.

QUALIFICATIONS:

1. Education: College degree in a Production/Communications-related area or equivalent experience.
2. Work Experience: Two or more years of video and audio production as well as office experience preferred.
3. Computer Skills: High level of competence with a wide variety of computer systems, software and applications (including: Adobe Premiere Pro, Audition, Photoshop, Encore, After Effects, Wordpress, iTunes, and Soundcloud. As well as knowledge in ProPresenter, ProTools, MS Word, Powerpoint, Outlook and Excel on PC and MAC Platforms)
4. Ability to handle multiple projects simultaneously.
5. Ability to work on creative video projects independently. (Produce, shoot and edit.)
6. Experience with Canon DSLRs and camcorders.
7. General understanding of social media analytics.

8. Knowledge creating graphics is preferred.
9. Excellent organizational, administrative and communications skills (verbal and written).
10. Positive, proactive work ethic, with the ability to react promptly to situations.
11. A teachable, caring and compassionate spirit with a high degree of integrity, responsibility and confidentiality.
12. Able to graciously interact with and respond to church members of all ages and others in a personable and professional way.
13. Desire to be a part of a team.
14. Website communications experience preferred.