



ST. JOHN'S

United Methodist Church

Media Producer Job Description

The Media Producer oversees all of the audio, video, streaming, and lighting needs for St. John's United Methodist Church.

POSITION OVERVIEW

The Media Producer works with the pastor, staff, and volunteers to develop, schedule, and implement all aspects of audiovisual technology required to facilitate effective ministry at St. John's United Methodist Church. The Media Producer is responsible for coordinating all audiovisual elements of worship, including but not limited to: visual content for in-person worship and live streaming, video, lighting, sound, digital editing, and production.

The Media Producer's ultimate goal is to ensure that services and events across all facilities and ministries are able to utilize technology efficiently, effectively, and strategically in order to enhance the experience of those attending. The Media Producer should have a basic knowledge of video production, live streaming, sound and lighting. He/she must have strong communication and interpersonal skills and the ability to lead a team of volunteers who assist in producing quality, meaningful worship each week. The Media Producer has an understanding that this position is an extension of the ministry of St. John's United Methodist Church.

The Media Producer is a part-time position with a guarantee of 12 hours per week, which requires non-standard work hours, with some flexible scheduling (Sunday mornings required; additional hours may be done remotely if approved by supervisor).

RESPONSIBILITIES:

1. Provide technical support for worship services and events:
 - Production and integration of all digital content for weekly worship services and other church events, including worship slides, short videos and other presentations.
 - Production and execution of live streaming of worship services and other church events.
 - Responsibility for the digital and analog sound systems throughout the campus, may include indoor or outdoor sound production.

- Upload videos and recordings to various online platforms of which the church has accounts (i.e. Vimeo, YouTube, social media and website).
 - Consultation and successful communications with pastor, Director of Music Ministries, other staff, ministry leaders, and event coordinators in order to help facilitate a/v needs.
2. In-house video production:
 - Assist in producing audiovisual materials, videos, and performances that further the mission and vision of St. John's United Methodist Church.
 - Video recording and editing for worship, events, and other communications, like announcements for social media or special recognitions.
 - Carry projects from inception to final product.
 3. Update and maintain production technologies:
 - Maintain video equipment and live streaming hardware and software to ensure readiness and proper functioning of equipment.
 - Advise on future purchases.
 - In conjunction with the Manager of Finance and Facilities, coordinate with vendors, work on or oversee the installment of equipment, and schedule tests of the system.
 - Keep reliable records for purchases, repairs, and licensing.
 4. Recruit, train, equip, schedule, and lead Tech Team volunteers on assignment:
 - Recruit Tech Team volunteers for events and services.
 - Train volunteers to competence.
 - Equip volunteers with proper tools.
 - Deploy volunteers to appropriate tasks.

REPORTS TO:

- Reports directly to the Lead Pastor and offers leadership for the volunteer Tech Team.
- Collaborates with the Tech Team, Communications Team, pastors, staff, and lay leaders to support and expand St. John's outreach and connections through digital content and messaging.

TIME COMMITMENT:

This is a part-time position with a guarantee of 12 hours per week, and the possibility of additional hours negotiated during special seasons of the year, such as Advent, Lent, and Easter. St. John's currently has in-person and live-streaming worship services on Sunday mornings at 8:30 and 11:00 in the Sanctuary. Being physically present Sunday mornings is required; additional hours may be done remotely in coordination with supervisor.

COMPENSATION:

\$15-\$20/hour, based on experience, guaranteed 12 hours per week minimum.

QUALIFICATIONS & SPECIAL SKILLS:

- Troubleshooting skills and a firm grasp of Mac-based computers and tablets, etc. are necessary for this role
- Familiarity with various social media platforms
- Familiarity with multi-camera system (such as Sling Studio)
- Strong knowledge and experience with audiovisual equipment
- Must possess a teachable spirit and collaborate well in a team environment
- Ability to be flexible in an environment that is subject to spur of the moment change
- Strong, consistent communication skills
- Organizational abilities and excellent attention to details
- Ability to complete complex technical tasks with minimal supervision
- Experience with ProPresenter 7 software and WordPress preferred
- Experience with digital and analog mixer boards
- Experience with iPad App ViSi remote control interface to digital mixer (or similar experience)
- Associate degree or other formal education preferred
- Background Check
- Two references
- Because this position requires close proximity for extended periods of time candidates should be fully vaccinated or in the process of completing their vaccination for COVID-19.

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