**Title:**

Media Director

**Responsible to:**

Music Director, Executive and Senior Pastors

**Purpose:**

The Media Director will support the mission of The Connection Assembly by overseeing and coordinating all aspects of the Media Ministry in regards to audio, lighting, and video. The Media Director’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.

While expertise in audio, lighting, and video is a must for this position, special emphasis should be placed on empowering others to develop their skills, not doing everything yourself. The Media Director will provide oversight in the recruitment, training, and retention of volunteers and/or staff of Media related positions as required and should also be prepared to fill in and troubleshoot when necessary.

**RESPONSIBILITIES:**

1. Provide technical support for worship services and events: Maintain a reliable system for providing technical support for all worship services and events.

This includes (but is not limited to):

* Audio mixing, monitor mixing, and audio recording (knowledge of Midas M32 series a plus)
* Lighting production
* Switching with multiple cameras (IMAG)
* Video recording, and live streaming production
* ProPresenter/PowerPoint presentation
* Prepare stage for rehearsals, worship services, and events
* Initiate successful communication with pastors, Music Director, ministry leaders, and event coordinators in order to help facilitate A/V needs.

***Long-Term Goal: Ensure that every worship service and event at The Connection Assembly is vibrant, distraction-free, and technically well supported.***

1. Recruit, train, equip, schedule, and lead A/V staff and volunteers on assignment:

* Recruit A/V staff and volunteers for events and services.
* Train A/V staff and volunteers to competence.
* Equip A/V staff with the proper tools.
* Deploy A/V staff and volunteers to appropriate tasks.

***Long-Term Goal: Create a healthy rotation of A/V staff and volunteers who help to ensure quality, distraction-free environments for worship services and events; begin moving into spiritual mentoring relationships with volunteers.***

1. Update and maintain production technologies:

* Ensure that campus technologies are in working order.
* Advise on future purchases.
* Oversee any technical installation.
* Keep reliable records for purchases and licensing.

***Long-Term Goal: All production technologies are at or approaching industry standards.***

1. In-house video production:

* Oversee video production for worship services, including: capturing, live streaming, editing, uploading to website.
* Create a system to receive a manageable number of requests from ministries for video production.
* Carry projects from inception to final product.

***Long-Term Goal: Enhance, expand, and maximize the efficiency of the video aspect of our technical ministry.***

**QUALIFICATIONS**

1. The successful candidate must be a fully devoted Christ-follower and fully support the ministry of The Connection Assembly. This individual’s commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to others with which he/she interacts.
2. Expert knowledge of audio systems and large-format digital consoles. Familiarity with personal monitoring (i.e. AVIOM) and digital audio networks (i.e. DANTE)
3. Expert knowledge of media in the context of worship services
   * + 1. Detailed knowledge of live and streaming video environments
       2. Video switcher with multiple cameras (IMAG)
       3. Keyed computer-graphics (lower thirds)
     + Presentation software (ProPresenter) Detailed knowledge of projectors, displays and video transmission.

* In-depth knowledge of lighting in the context of worship services
  1. Knowledge of theatrical, intelligent, LED and lighting for video
  2. Familiarity with DMX programming
  3. Familiarity with Martin M1 console a plus
* Ideal candidate is highly tech-savvy, able to learn and master new technology quickly and thoroughly
* Expert knowledge of audio/video/lighting signal flows and strong ability to troubleshoot in all of these environments.
* Must possess a teachable spirit and collaborate well in a team environment
* Excellent leadership skills
* Ability to inspire and motivate teams of volunteers and leaders
* Extremely strong interpersonal skills
* Ability to embrace and pursue artistic and spiritual excellence in services
* A gracious, Christ-like demeanor in demanding situations
* Very strong organizational abilities and excellent attention to details
* Ideal candidate is one that shows initiative, perseverance, and possesses a “whatever it takes” attitude
* Ability to be flexible in an environment that is subject to spur of the moment change
* Must possess solid time management skills
* Must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems

**Length of Service:** 1 year minimum to provide continuity to this very visible ministry.

**Tasks:**

*Pre-service*

1. Set up stage for musicians.

2. Perform proper line check with batteries in mics for Sunday morning and Wednesday night rehearsal etc…

3. Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the eq/mixing process.

4. Check with worship leader and pastor for schedule and any schedule changes.

5. Perform sound check of live-stream mix and readiness.

6. Confirm camera is operating normally.

*During Service*

1. Responsible for adjusting sound levels during service as needed.

2. Responsible for following worship leader’s direction and musician’s direction during services. For example, boosting monitor levels.

3. Responsible for recording the service.

4. Responsible for following stage and schedule cues.

5. Responsible for adjusting sound levels on the live stream mix as needed.

6. Responsible for providing a distraction-free service as it relates to audio production.

*Post-service*

1.Talk with the band to find out if issues existed for them during service.

2. Note any broken/faulty equipment and take it out of service if possible.

*Weekly Responsibilities*

1. Post video editing clips for social media sites.
2. Manage content creation for church website, social media sites, print media, and graphic arts.
3. Create pre-service announcement videos, sermon graphics, stage set designs.
4. Attend weekly staff meetings.
5. Other duties as assigned, as time permits.