

STARKVILLE FIRST UNITED METHODIST CHURCH

MEDIA DIRECTOR JOB DESCRIPTION

MINISTRY SUMMARY:

This is a full-time position responsible for the media production and placement for the ministry of Starkville First United Methodist Church. This individual will work with the pastors, staff, members, and the community at-large to advance the work of Christ through the media outlets of the church. This position is a vital component of the ministry team. This person must be able to work within a team and play an essential role in the various levels of media production within the church.

This is an active and engaged congregation that is community-minded, mission-oriented, and firmly established in the United Methodist tradition. The City of Starkville is a vibrant community with strong ties to Mississippi State University.

RESPONSIBILITIES:

Duties included but are not limited to the following:

Worship Services

- Lead audio/visual ministry including broadcast and recording of traditional sanctuary services as well as special programs and services
- Support audio/visual ministry for Connection services
- Recruit, train, and supervise media team

Television Ministry – WOBV TV5

- Manage local broadcast content and maintain video archives
- Sync television broadcast with social media posts
- Oversee transmission equipment, ensure compliance with FCC licenses
- Coordinate maintenance of all related equipment
- Content creation/production for television broadcast

Creative Media Ministry

- Develop content and produce media projects including devotionals, studies, and informational videos in support of church ministries
- Oversee audio/visual equipment, as well as media studio equipment
- Coordinate use of social media platforms/Realm by church staff
- Coordinate website and social media usage with church staff

Digital Technology/Networking

- Coordinate computer usage and be responsible for routine computer and networking issues including software licenses and upgrades
- Coordinate outside companies/vendors when necessary, in support of digital technology and software
- Maintain knowledge and updates for the Realm software; Also, assist with membership management and training of church staff.
- Some management of the phone network and messaging.

General

- Recruit and train paid and volunteer staff to assist with media ministries
- Coordinate church message across all media platforms
- Participate in church staff meetings as needed; establish and lead a Media Committee
- Requires flexible schedule including Sunday mornings and some nights
- Full-time/salaried position reporting to the Music and Worship Director

QUALIFICATIONS:

- Bachelor degree or equivalent
- One or more years of experience in media ministry including camera use, lighting, sound and composition, and audio/visual editing equipment. Some knowledge of television transmitters and towers is helpful
- Training and experience with media applications including: Adobe Suite, ProPresenter, Facebook, You Tube, as well as office systems including Microsoft Office and Gmail suite
- Leadership skills, detailed oriented, problem-solving skills
- Understanding of and alignment with the core values, mission and vision of the congregation and the United Methodist Church
- Adhere to SFUMC Staff Policies and Procedures manuals
- Complete a background check

BENEFITS:

- The salary starts at \$50,000 but is also commensurate with education and experience.
- Defined contribution retirement plan (403b) with generous match.
- Paid vacation/sick leave is provided.

INFORMATION AND APPLICATION

- For questions, additional information, or to apply for this position, please contact Mike Tagert, Chairman of the Staff-Parish Relations Committee, at 662-769-6454 or mdtagert@gmail.com
- All applications should include a cover letter, resume, and three professional references.
- Applications will be received July 1st or until a candidate has been selected.