# DIRECTOR OF MEDIA (MEDIA & TECHNOLOGY SUPPORT & PRODUCTION)

**Effective Date:** August 2025

**Classification:** Full-Time, Exempt

**Benefits:** As indicated in the Staff Handbook

**Reports to:** Creative Director

**Compensation:** $50,400-$75,600

**General Purpose:** The Director of Media provides creative and technical expertise for all media and technology systems at Grace Presbyterian Church. This role coordinates the broadcast television ministry, livestream, in-house AV, IT/media systems, and video production. The Director of Media ensures the reliability and excellence of weekly over-the-air and streaming broadcasts, manages technical systems for production and post-production, and produces high-quality video content that supports the mission and ministry of the church. This role also trains and equips volunteers and fosters a culture of creativity, technical excellence, and teamwork.

Key Responsibilities:

* **Oversee Media Ministry** – Execute vision for media, production, broadcast, and technology support; align content and systems with the church’s mission; recruit, train, and equip volunteers and contractors while maintaining quality, consistency, and reliability.
* **Manage Broadcast & Production** – Oversee audio/video systems (cameras, switchers, consoles, streaming); ensure readiness for services and events; troubleshoot issues; and support pastors, worship leaders, and staff in delivering excellent broadcasts.
* **Maintain Systems & IT** – Update and maintain AV equipment, media storage, backups, and archives; monitor broadcast/streaming workflows; collaborate with IT staff on computer and network support; and ensure technology security and compliance.
* **Produce Video Content** – Collaborate with staff to create compelling videos for broadcast, social media, and events; manage editing, audio, graphics, and color correction; and oversee workflows for production and archiving.
* **Develop & Support Volunteers** – Recruit, train, and mentor volunteer operators (camera, audio, graphics, broadcast); provide documentation and coaching; and guide volunteers during live events.
* **Plan & Innovate** – Schedule equipment maintenance and upgrades; stay current with media technology trends; and recommend improvements to enhance ministry impact.

## Qualifications:

### Preferred Skills & Experience

### Proven leadership in live broadcast, AV, or video production with strong knowledge of audio/video systems, streaming, and post-production workflows.

### Proficiency in video editing software (Premiere Pro, DaVinci Resolve, Final Cut, or Avid) and basic IT/network troubleshooting on Windows and macOS.

### Experience recruiting, training, and leading volunteer or staff teams.

### Preferred Knowledge

### Familiarity with ProPresenter, Resolume, broadcast graphics, and motion graphics (e.g., After Effects).

### Understanding of FCC compliance, IP-based video workflows, and related media technologies.

### Personal Attributes

* Highly organized, detail-oriented, and calm under pressure.
* Strong problem-solver and creative storyteller with technical excellence.
* Team builder who equips and encourages volunteers.