

## **POSITION DESCRIPTION -- MEDIA SPECIALIST**

*The Presbyterian Church of Okemos*, <https://okemospres.org>

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The Media Specialist provides a vital role in outreach ministry by leading the live-streaming of church services and assisting with social media. As a member of the Church Staff, the Media Specialist demonstrates respect for the religious and cultural beliefs of all. The Media Specialist position is under the supervision of the Pastor/Head of Staff and works with volunteers, including the chairperson of the Communication and Engagement Committee.

### **RESPONSIBILITIES:**

#### **Sunday Worship**

1. Serve in-person as the Streaming Service Director during weekly Sunday worship services, operating the graphics station and coordinating with the audio and video operators
2. Coordinate with the Church Staff to plan audio/video set-up for worship services
3. Finalize (import and proof) the presentation file prepared by the Office, for display during livestream
4. Lead/Coordinate audio and video operators to setup, test, diagnose and correct equipment issues or media system problems
5. Ensure A/V equipment is properly shut down and stored, and notify supervisor of needed maintenance, and consult with the Communications and Engagement chairperson on any issues that occurred during a service
6. Assist in training and provide support for audio and video operators
7. Upon request and subject to availability, serve in-person as the Streaming Service Director for special services, such as memorials, weddings and church events

#### **Visual Media**

1. Create visual media using provided graphics resources and text for use across digital (e.g. Facebook, Instagram, Twitter, Website, in-house screens, Newsletters) and printed channels (e.g. posters, banners, brochures), and coordinate with Church Staff and Volunteers (Social Media Assistant and Webmaster Assistant) on these graphics and text so that they can post or produce
2. Lead in the visual design and layout of a monthly electronic newsletter, provide graphics as needed, and coordinate with Church Staff so that they can insert content
3. Other related duties as assigned by the Pastor

### **QUALIFICATIONS:**

1. Energetic and proficient in technology.
2. Ability to manage multiple things at once.
3. Ability to problem solve on the spot.
4. Understand and be able to operate Streaming software.
5. Work collaboratively with the Communication and Engagement Committee.
6. Timely notice of schedule conflicts, helping create a plan for coverage of absence.

### **WAGES & BENEFITS:**

1. Starting wages of \$15.00/hour, paid on the 15<sup>th</sup> of each month. 10 hours per week expected.

**EVALUATION:**

An annual performance review will be conducted by the Pastor and the Personnel committee.