

First Friends Church

Title: Director of Media	Reports to: Worship & Family Pastor
Department: Director	Subordinates: Coord. Of Media & Volunteers
FLSA Status: Exempt	Terms: 12 month at will work agreement

Position Summary: Oversee the development, implementation, and maintenance of all church Audio/Video systems and production throughout the church.

Key Areas of Responsibility

Media - Sunday & Wednesday

- Serve as the Technical Director for Sunday morning worship services, other special services as requested, and rehearsals associated with those services.
- Oversee all aspects of the gym multi-media system, including calibration and adjustments as necessary, EQ, timing delay, light design and focus.
- Weekly consult with Director of Worship & Lead Pastor and creative team on audio, video, slides, stage design and all creative aspects of Sunday worship and special services throughout the year.
- Collaborate with the Director of Worship on all technical aspects associated with Sunday worship services and special services.
- Responsible for recruiting, training and appreciating volunteers on the media team.
- Responsible for keeping all media equipment up to date.

Media - Weekly

- Coordinate with staff members and ensure media needs are met for events.
- Responsible for live streaming and equipment associated with it.
- Train people on usage of media equipment in rooms.
- Install new media equipment such as audio consoles, lighting systems, and video playback systems.
- Responsible for media at weddings & funerals.
- Responsible for the media budget.

Maintenance & Equipment

- Provide pre-maintenance and maintenance to all media equipment as needed.
- Keep areas clean, safe and operational. This would include the gym stage/backstage, media equipment in rooms throughout the church.
- Able to troubleshoot problems quickly and work under pressure.
- Research new technologies and stay up to date with current technology.

Personal and Spiritual Qualifications

- The greatest requirement for the Staff at First Friends is a strong personal commitment to Jesus Christ and a love for His church (Matt.22: 36-40). He/she must demonstrate a commitment to ongoing spiritual development and maturity and must be someone with impeccable personal integrity and moral purity.
- Theologically he/she must be Evangelical with a deep appreciation for the authority of scripture and an unswerving commitment to a biblically based lifestyle. (Titus1:9) This lifestyle must exemplify the purpose, philosophy, doctrines and vision of Canton First Friends Church.
- It is expected the staff operate and abide by Faith and Practice and the Employee Handbook.

General Qualifications

- Clean driving record
- Clean background check
- Teachable
- Work evenings and weekends.
- Member of First Friends