

Church & School Media Specialist



About the Position:

The Media Specialist will support the “multi-media” needs of both the Kirk of the Hills Presbyterian Church and Kirk Day School. Support will include, but is not limited to; routine A/V needs in both church and school venues, live event and television production needs, ongoing online production needs such as weekly worship service live streaming and online Sunday School classes, production and coordination of Missions Week annually, ongoing storytelling through video for online, in-sanctuary and social media applications. This position requires effective use of time and resources in support of the church and school’s communications and production objectives.

The successful candidate must possess a strong media background in directing live productions, knowledge, and experience with video camera set-up and operation including setting exposures, white-balance and shot composition, live-streaming, switching live video on a production switcher, experience with both the Renewed Vision ProPresenter and New Tek TriCaster environments along with audio engineering and lighting design experience.

The media specialist will be responsible for managing the existing audio and the video team, recruiting new members to the team, call the start of service, train new media personnel, integrating IMAG displays into worship, plan for in-service projection of slides, simultaneous running of slides to the live stream and create the weekly service in ProPresenter.

Media design background would be a plus. Candidate must be highly detailed and customer-service oriented.

General Responsibilities

Complete audio, video, lighting, post-production, and live event tasks as assigned by the Worship Director.

Worship

-Direct Sunday morning AV team

Media Prep

-Wednesday night rehearsal
-Staging
-Camera Shots
-Graphics
-Audio mix & soundcheck

Media for Other Events

-Education Hour
-Women’s Bible Study

Post-Production

-Video edit & packaging
-Audio podcast as ministries progress

Missions “storytelling” producing video “packages” highlighting our missionaries and their work for in-sanctuary, website, digital signage, and social media applications

Produce and coordinate annual Missions Week event

Develop & train a team of volunteers while fulfilling the above

Weekly Chapels

-Rehearsals
-Stage & Media Prep

Events

-Parents Night; Color Run; Open House Tours; Thanksgiving Feast; 4th-6th Christmas Concert; Early Childhood Christmas Concert; Geography Bee; Spelling Bee; Education Expo

Other Duties as May Be Assigned

Interested?

Send resume to: joinourteam@thekirk.org.

