



## **DIRECTOR OF MEDIA TECHNOLOGY**

### **JOB DESCRIPTION**

#### **POSITION PROFILE**

##### **Purpose**

- Operate and maintain all audio-visual-lighting systems and production for worship services, special services, and church-hosted events (weddings and funerals, for example)
- Lead RMPC's online and social media presence, with an emphasis on marketing the church to potential visitors
- Evaluate, recommend, and implement new media systems, while building a culture of excellence in worship production and digital ministry

##### **Qualifications**

- Have a growing, strong faith in Christ and a desire to serve the church through technology
- Supportive of the mission and vision of RMPC
- Strong knowledge of current A/V and media systems, with the ability to recommend scalable solutions for churches upgrading from a lower-tech or older foundation
- Training and experience in video and live-stream production
- Comfortable balancing high-level vision with hands-on implementation
- Clear communicator, organized project manager, and proactive problem solver
- Able to work well with pastors and staff; able to discern needs and willing to serve
- Have a strong sense of aesthetics, especially regarding visual layout for digital media
- Able to attain proficiency in:
  - Apple computers and software
  - RMPC's live-streaming equipment and software (current and future state)
  - Social media platforms, including Facebook and YouTube
  - Canva, ProPresenter, Adobe Premiere Pro, Photoshop, and other media editing software

- Regularly meet with the Director of Music and Lead Pastor to brainstorm and strategize the best look and feel of bulletin artwork, weekend services, and other ministry events and marketing
- Recruit, schedule, shepherd, and appreciate volunteers with varying levels of technical skill for your department and train them on how to best use equipment
- Participate in bi-monthly staff meetings

#### **Reports To**

- Director of Operations

#### **Direct Reports**

- Stream Team volunteers (cameras, power point, and teleprompter)

### **AREAS OF RESPONSIBILITY**

#### **1. Strategic Leadership & Technology Transition**

- Assess current media and technology infrastructure; identify short- and long-term needs
- Develop and execute a roadmap for modernizing worship technology, including audio, video, lighting, live-streaming, and presentation tools
- Research, recommend, and oversee installation and integration of new equipment and software solutions aligned with ministry goals and budget

#### **2. Worship & Event Production**

- Provide technical leadership for all worship services, including live-streaming, projection, video production, and possibly sound engineering
- Ensure consistent, high-quality in-person and online worship experiences
- Build weekly slide shows for live stream and in-house worship services and provide for proofing
- Collaborate with the Director of Music and Lead Pastor to plan and support weekly services, special events (weddings, funerals, etc.), and seasonal productions (Christmas Eve, Good Friday, etc.)

#### **3. Team Development & Volunteer Oversight**

- Build and lead a team of volunteers to operate and support all aspects of media production
- Create training systems and documentation for new and existing technologies
- Cultivate a team culture based on RMPC Staff Values

#### **4. Ongoing Technical Management**

- Maintain and troubleshoot all media technology systems
- Manage relationships with vendors, contractors, and tech consultants
- Oversee media budget, purchasing, maintenance schedules, and inventory management

#### **5. Content Creation & Digital Ministry Support**

- Construct a strategic plan for marketing RMPC on social media
  - First priority: Drawing potential visitors to RMPC
  - Second Priority: Connecting with current congregants
- Create digital content, including bulletin covers, sermon video clips, promotional materials (graphics for announcements for in-house and on social media), and ministry updates for the website and social media
- Promote RMPC through social media, the church website, and other church communication platforms and manage RMPC's social media presence/account
- Archive and organize digital assets for easy access and long-term use

#### **6. Correspondence**

- Maintain regular communication (email, calls, in-person meetings) with staff, volunteers, officers and leaders of church ministries

### **HOURS AND COMPENSATION**

#### **Hours**

- 15-20 hours/week

#### **Compensation**

- Commensurate with qualifications and experience

**Please address the above qualifications by submitting materials to [admin@rmpca.org](mailto:admin@rmpca.org).**

**Before applying, we request that prospective candidates watch one or two of our worship services on our YouTube channel at <https://www.youtube.com/@RMPC>.**

**Candidates are encouraged to learn more about Rocky Mountain Presbyterian Church by visiting our website at <https://rmpca.org/>.**