

# **WORSHIP ARTS MINISTRY MEDIA DIRECTOR POSITION DESCRIPTION**

**Title:** Media Director

**Status:** Part-Time

## **Ministry Description:**

1. The Media Producer will report to the Worship Arts Director
2. The Media Producer will oversee the Media Team ministry of Grace Church (Lititz, PA)
3. The Media Team ministry contains the following sub-categories:
  - a. Producer
  - b. Audio
  - c. Lights
  - d. Lyric Projection
  - e. IMAG Projection
  - f. Video Production
  - g. Camera
  - h. Stage
  - i. Media Production
4. The position will include supervision of media for church-wide services and events
5. The position will lead, train, and develop the volunteer base of the Media Team
6. The position will include being a part of the Worship Design Team

## **Responsibilities:**

1. Worship design and stage plotting (weekly and advance planning)
2. Oversee Audio/visual production (in conjunction with Audio Engineer) and publication for the Web
3. Oversee Media for Outreach Events (Christmas, Christmas Eve, Patriotic, Easter, Summer festivals, etc.)
4. Oversee Media for other services and events (Communion, Seminars, Weddings, Funerals, etc.)
5. Oversee creation of message enhancements (Themed backgrounds for message points and moving backgrounds for worship video)
6. Oversee satellite service media support (production of audio, video, lighting, staging, set, camera, and video editing)
7. Work closely with Worship Design Team in designing worship gatherings
8. Conduct needs assessment and equipping of volunteer technicians
9. Manage a media schedule for all volunteer positions
10. Photography of events for archive and promotional use
11. Auditorium decoration coordination

12. Auditorium stage strike coordination
13. Auditorium media training for LCS students

### **Time Expectations**

1. 15 hours per week
2. 48 Sundays a year (four personal Sundays off)

### **Exemptions**

1. Morningstar Daycare media needs
2. Lititz Christian School media needs