

Anchor Church

Position Title: Media Director

Reports To: Creative Director

Position Summary: Primarily responsible for creating and producing all video media content for *Anchor Church* as a member of the Creative Department.

| Order | Essential Position Responsibilities | % of Time |
|-----------|--|-----------|
| 1 | Responsible for designing, filming, and editing all videos (promotional videos, announcements, message series bumpers, sermon videos, testimonials, etc.) that support weekend services and all church ministries. Must collect information (storyboards, ideas, graphics, event details, testimonies) and manage the entire video process from beginning to end (script, film, and edit) on a weekly basis. Must be able to work independently on projects, as well as collaborate with the Creative Department. Programs and operates (or manages the oversight of) the video switcher and directs the camera crew through the live production of all weekend worship services and special events. | 50% |
| 2 | Recruit, equip, and empower an <i>Anchor Church</i> Dream Team of volunteers to accomplish the vision. Provide leadership to the video ministry by staying current with trends and improving the use of media. | 40% |
| 3 | Coordinate with <i>Anchor Church's</i> outside technology support vendor to resolve any situations as needed. Provide desktop support for staff members as needed. | 5% |
| Sub Total | | 95% |

Other Position Responsibilities:

| | | |
|--|--|------|
| 1 | Perform other related duties as assigned or requested. | 5% |
| Total Essential and Other Responsibilities | | 100% |

Supervisory Responsibilities: Yes _____ No X _____

Position Requirements

| Educational Requirements | | Related Work Experience |
|---|----------------------------------|---|
| <input type="checkbox"/> Less than High School <input type="checkbox"/> High School/Equivalent <input checked="" type="checkbox"/> Vocational/Specialized Training <input type="checkbox"/> Certification <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree | <u>Specify Degree Field/Type</u> | <input type="checkbox"/> Six months or less <input type="checkbox"/> Six months-less than 1 year <input checked="" type="checkbox"/> 1-2 years <input type="checkbox"/> 2-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5+ years |

Required Skills

- Ministry-related experience.
- Knowledge of the technical operation and maintenance of video editing/filming equipment.
- Ability to organize, train, and coordinate volunteer workers, technicians, and project/team leaders.
- Knowledge of and experience with video editing software.
- Experience in the field of video creation and production.
- Ability to multi-task, meet tight deadlines, have a flexible attitude, manage large workloads, and be productive in a fast-paced environment. Must also be able to complete tasks with minimal oversight in an organized and timely manner.
- Ability to recruit and develop a team of *Anchor Church* Dream Team volunteers.
- Ability to work flexible hours. Must be available for services, events, and meetings during the day and evenings if required.
- Strong ministry-minded work ethic with the ability to work in a team environment.
- Strong interpersonal and communication skills.
- Agree with the statement of beliefs and are willing to adhere to the values of *Anchor Church*.

Preferred Qualifications

- Proficient Mac OS user.
- IT support experience.
- Currently attends *Anchor Church*.
- Understanding of the dynamics of worship and how media can enhance the worship experience.
- Experience using Microsoft programs.
- Knowledge of and experience with Adobe's Creative Cloud suite of software with an emphasis in Premiere Pro CC and After Effects CC.

| Equipment/Machinery Use | <u>Rarely</u> | <u>At Times</u> | <u>Often/Constant</u> |
|---|---------------|-----------------|-----------------------|
| Automobile | | X | |
| General Office Equipment (Copier, Scanner, Fax, etc.) | | X | |
| Physical Demands/Working Conditions | | | |
| Work Location: Indoors | | | X |
| Outdoors | | X | |
| Sitting/Walking/Standing | | | X |
| Bending/Crouching/Reaching/etc. | | X | |
| Lifting/Carrying - light (up to 10 lbs.): | | | X |
| -medium (10-20 lbs.): | | | X |
| -heavy (over 20 lbs.): | | X | |
| Contact with hazardous materials | X | | |
| Dust, Smoke, odors, noise, etc. | | X | |
| Travel: Inter-island | X | | |
| Long-distance (mainland, international) | | X | |

