



TITLE Media Specialist

FLSA: Part-time, Non-Exempt, 20 hours per week

Purpose:

The Mission and Vision of Church of the Palms is to *Love God and Love Neighbor* and to *become more and more the most loving and inclusive place in town*. We accomplish our mission and vision by connecting and facilitating connection within our congregation and community by actively promoting the spiritual, mental and physical well-being of our neighbor and each other. All employees of Church of the Palms will be expected to support the ministries of the Church in a spirit of teamwork and offer his or her time, skills, and gifts as they apply to the ongoing welfare, ministry, and edification of the Church.

The position of Media Specialist will oversee creative and technical audio and video production of worship services and other large church events, equipping and empowering volunteers to maintain quality in technical areas throughout our campus. The ultimate goal of the role is to provide a setting in which we can live out our mission to **Love God, Love Neighbor** for the service of Christ.

Qualifications:

Sound engineering experience in a church or faith-based organization is necessary. A degree in audio production or a related field is preferred but not required. Applicants with commensurate experience that demonstrate necessary gifting will also be considered.

Job Skills:

- Understands and embraces the role that worship plays in church
- Experience in operating and maintaining audio and video systems
- Fluent with digital audio equipment
- Knowledge of technical stage lighting and light computer programs
- Proficient in mixing live audio for both in-person and online events
- Ability to troubleshoot technical issues during services
- Ability to think and react quickly when needed
- Strong attentiveness and detail-oriented
- Patience, integrity, reliability and good communication skills
- Organizational leadership
- Problem solving and decision making
- Ability to work in a team environment utilizing the development of goals and objectives

Major Responsibilities:

- Ensure set-up for audio/visual media equipment is accomplished for large-scale services/events
- Maintain the operation of equipment used to create or amplify live sound and music
- Establish a clear, robust quality of audio mixing for both music and voices during worship services, and equipping and empowering a team of volunteers in that work.
- Recruit, train and strengthen volunteers to establish a creative, contemporary and compelling multimedia ministry

- Collaborate with Director of Digital Ministry and Traditional Service Media Specialist to maintain a consistent style across services
- Become familiar with production equipment across the campus, in order to provide trouble shooting, training, and support where needed

Attributes:

- Understands that our staff works together as one for the health of the whole Body of Christ
- Enjoys working with and developing a strong team of volunteers
- Trustworthy/honest/confidential
- Positive and supportive
- Courteous/kind/gentle
- Patient
- Understanding/flexible
- Helpful attitude
- Responsive

Reporting Relationships:

Reports to the Director of Digital Ministry

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission; therefore, an employee may be assigned other related projects by their supervisor or Head of Staff. This job description does not constitute an employment contract and may be changed as necessary by the Personnel Committee.

Terms of Employment: At-Will, Regular, Part-time, Non-Exempt

Evaluation: Performance will be reviewed initially after 90 days of employment and then at least annually.

Condition of Employment

Your employment is subject to the policies outlined in the Church of the Palms Employee Handbook. Your signature below acknowledges you have read a copy of our current employee handbook as well as our Staff Covenant and agree to abide by both as long as you are employed with Church of the Palms. You also acknowledge that your employment is on at-will basis, meaning that your employment may be terminated at any time and for any reason at the Church’s sole discretion.

Employee

Date

Executive Director of Operations

Date