



# Saxe Gotha

PRESBYTERIAN CHURCH

## DIRECTOR OF DIGITAL MEDIA AND A/V OPERATIONS JOB DESCRIPTION

**Reports to: Director of Music and Worship Arts**

**Permanent Full-Time Exempt**

**Last updated: 05/11/2021**

**Purpose:**

This position will provide technical expertise and team leadership for all of the church's sound, media, video and stage lighting related to the Worship Ministry through its various ministries, services and programs.

**Duties and Responsibilities:**

1. Work as a team player with ordained and non-ordained staff and lay leaders.
2. Oversee all A/V technical guidance, leadership and production.
3. Ability to troubleshoot and engage repairs on existing audio, video, and lighting systems
4. Ability to expand existing systems or install new as needed
5. Provide photography and lighting for use in church media and programs
6. Create video productions from film to finish for use in throughout the year for various church functions
7. Lead and train teams of professional and volunteer technicians.
8. Provide and/or arrange to provide A/V support to record (video and audio) worship services for our streaming broadcasts.
9. Proficient with both Microsoft Windows and MacOS Operating System environments
10. Direct management of A/V implementation and standards during worship services and other major events.
11. Participate in creative planning, production and utilization of digital media, video and audio in all worship services, special events and materials needed by the larger ministry of the church.
12. Maintain knowledge of current trends in A/V technology.
13. Advise church and program leaders of changes needed to accommodate new technology.
14. Manage and maintain the A/V equipment of the church by maintaining an inventory listing.
15. Provide and/or arrange to provide A/V support to outside groups using church facilities. As appropriate, contract separately with such groups for this support. Ensure the proper use of church equipment by outside groups.
16. Maintain proper personal and electrical safety in accordance with OSHA and fire code regulations in all areas containing A/V equipment.

17. Maintain proper security for equipment and materials.
18. Assist in the preparation of the annual A/V budget request of equipment and supplies.
19. Provide cost estimates for required new equipment and its installation; order the new equipment, arrange for its installation and bring it into service.
20. Perform other duties as assigned.

**Accountability:**

Director of Music and Worship Arts  
Program Support – Worship Ministry Committee

**Professional Competencies/Qualifications:**

1. Post-secondary education in A/V production or equivalent experience – preferably with a worship focus.
2. Experience in management and leadership.
3. Broad experience working with a variety of audio, video, editing, media, streaming and lighting equipment and software.
4. Proficiency in Adobe Creative Suite including Premiere Pro and Photoshop, ProPresenter, and ProTools or equivalent.
5. Hands-on hardware and software troubleshooting experience.
6. Strong communication and leadership skills.
7. Exceptional organizational skills.
8. Clean background check and drug screen.
9. Clear written and verbal communication skills.
10. Ability to stand, stoop, lift and carry 50 pounds.
11. A servant's heart and strong passion to support the ministry of Saxe Gotha.
12. Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
13. A personal relationship with Jesus Christ.

**General Statement:**

The high visibility and opportunities to interact with church members and staff requires adherence to professional standards of behavior. The dress code for most days will be casual, but for more formal occasions, business casual attire may be required. During the normal course of work, personal, private or confidential information must be handled with great care and discretion. Coordination and teamwork will be expected in all areas of work. Energy creativity, and enthusiasm for the ministry of Saxe Gotha are necessary.

**Work Schedule:**

This is salaried position with benefits. The execution of normal duties and responsibilities will require 40+ hours per week, to include Sundays and Christian holidays.