JOB DESCRIPTION: Media/Technical Director

Overseeing the Technical Ministries and Media of Burke Community Church, the primary objective of the Media/Technical Director is to create an atmosphere conducive to worship and technical excellence with a focus on equipping and training volunteers. The Technical Ministries include audio, video, lighting, projection, web streaming and media of BCC. This position will provide support for worship gatherings and special events as well as be involved in the artistic creation of print and visual media of the church. The Technical Director will oversee the Technical Ministries of Burke Community Church under the direction of the Worship Director.

DUTIES:
• Serve on the Worship Design Team and meet regularly with Worship Director to plan services
• Serve as a resource to pastors, staff, and Worship Ministry in regards to technical needs
• Serve as the Producer for Sunday worship services
• Coordinate the recruitment and training of volunteers in technical ministries
• Responsible for the upkeep of A/V technology on church campus
• Assist in the ordering/installation of new technical equipment
• Manage and update video recording and projection to be used in foyer and online streaming
• Develop and implement procedures and processes for the Technical Ministries
• Design print media for use in the various ministries of the church, such as brochures, web graphics, slide backgrounds, etc.
• Edit videos for use as sermon illustrations, worship enhancement or church announcements
• Coordinate A/V personnel for Special Events

QUALIFICATIONS:
• Exhibits a personal and growing relationship with God, a teachable spirit, and a healthy family life
• Committed to the vision and beliefs of Burke Community Church and the worship ministry of BCC
• Self-starter: able to work independently on projects without being micromanaged
• Team-oriented: able to thrive within the framework of a large team of volunteers
• Organized with strong interpersonal communication skills
• Has a personality that will comfortably work with a variety of staff members and volunteers
• Has a background in live video production, A/V technology, and graphic design

KNOWLEDGE AND SKILLS:
• Proficiency with digital audio mixing consoles, IMAG, and basic lighting design (Yamaha LS9, computer lighting experience preferred)
• Effective oral and written communication skills
• Video editing experience (Final Cut Pro preferred)
• Graphic design experience (Adobe Illustrator, Photoshop proficiency)
• In depth computer literacy on PC and MAC
• Working knowledge of uploading video and audio files to internet
• Digital Audio Production experience preferred
• Theatrical/Stage Lighting or set design experience preferred

EDUCATION AND WORK EXPERIENCE:
• An associate’s degree in media, production or graphic design (bachelor’s degree preferred)
• 3 years experience working in the technical/media ministry of a church of 500+ attendance (5 years experience in a church of over 1000 preferred)

SCHEDULE AND HOURS:
• 40-45 hours per week (salary position)
• Work hours include some evenings and every Sunday
• Must be available during the week as well for planning, technical maintenance and video production