

Davidson United Methodist Church
P.O. Box 718
233 South Main Street
Davidson, NC 28036

Position Description: AV/Media Lead	Date Prepared: 07/20	Date Approved by SPRC: 07/26/20
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Status: Full time, Salaried

Hours: 40 hours per week. Typically, Sunday through Thursday

Benefits: Health Insurance. 403 B plan

General Purpose of Position:

A creative, skilled, outgoing person to serve as leader of Davidson UMC efforts at presentation and a key member of our creative team. This person will oversee sound, video, live streaming and lighting for all in-person/virtual worship services and other events, and will be responsible for creating current, compelling, and engaging videos for ministry areas. S/he will be a great “people person” who can recruit, engage, and manage a team of volunteers.

Organizational Relationship and Supervision: Would report to the Director of Communications. Would be available to staff for AV projects to enhance ministry. Annual evaluation to be provided by supervisor and Staff Parish Relations Committee.

The Primary Task: Take the lead on audio visual production at Davidson UMC to include: Sunday morning in-person worship elements, streaming services, recording of services for review on the website and social media, production of podcasts, and management of sound and audio.

Responsibilities:

Set up, operate, and take down equipment for streaming of Sunday service and other productions. Identify and train volunteers to ensure continuity of service if on vacation or unable to perform this duty due to illness.

Create graphics for livestreaming worship service.

Responsible for the full video creation process, collaboratively conceptualizing shoots, scheduling, costs/budgeting (when applicable), and pre- and post-production.

Manage frequent small productions as well as occasional highly creative or demanding larger productions

Operate camera, audio, and lighting equipment on both a technical and creative level

Produce occasional videos to be used in worship (member faith stories, reports on church programs) or for other ministry areas

Oversee all livestreaming and audio/video production and volunteers

Work with Pastor for Music and Worship and staff to select/create appropriate video elements and coordinate service flow and technical direction

Set up distribution channels for live broadcasts and recordings

Be present during worship services to direct and oversee video production and streaming

Understand and troubleshoot the broadcast-based video system

Maintain technical equipment and keep accurate paperwork for warranty and maintenance issues

Produce, stream, record and upload to the website or social media podcasts, Bible studies, and other programs as needed for ministry efforts at the direction of the Director of Communications.

In conjunction with the Director of Facilities, regularly assess AV needs and recommend improvements to improve virtual church offerings.

Recruit and train a team of volunteers to work in all aspects of Audio/Video for worship

Manage volunteer schedules

Qualifications and Aptitudes:

Minimum of Bachelor's degree in media-related study, or the equivalent of 5+ years of related experience

Proficiency in/knowledge of live video broadcast production, including video switcher, camera, recording gear, digital video equipment, digital sound systems, monitoring systems, lighting systems, video distribution systems, and digital media servers

Knowledge of software such as ProPresenter, Adobe Creative Suite (Adobe AfterEffects, Photoshop, InDesign, Illustrator), Keynote and PowerPoint, Final Cut Pro, and MS Office. Both Mac and PC operating systems

Experience directing and producing creative videos, including concept, scripting, filming, editing, and post-production; ability to take a video from idea to pre-production to finished project

Flexibility to adapt when plans change

Must be able to work with diverse individuals, communicate well both in written and verbal forms.