



Position Summary: Multimedia Production Director

The Multimedia Ministry Coordinator is responsible for creating engaging and excellent media experiences through live broadcasting, social media, video production, and podcasting. This role supports the vision and mission of the church/organization by using creative storytelling, technology, and digital communication to connect with people both in-person and online.

Key Responsibilities

Live Broadcasting & Streaming

- Coordinate and oversee live streaming for services, events, and special productions.
- Operate and manage cameras, switchers, audio feeds, lighting, and streaming software.
- Monitor livestream quality across platforms such as YouTube, Facebook, and church websites.
- Troubleshoot technical issues during broadcasts.
- Train and schedule volunteers for the livestream and production teams.

Social Media Management

- Create and schedule engaging content for social media platforms including Instagram, Facebook, TikTok, and YouTube.
- Design reels, stories, and promotional videos for social media.
- Maintain a consistent brand voice and visual identity.
- Develop strategies to increase engagement, reach, and online community interaction.
- Capture photos and videos during services and events for digital promotion.

Video Production & Creative Media

- Oversee film, editing, testimonials, highlight videos, and promotional content.
- Manage video editing workflows and media organization.

- Collaborate with ministry leaders and staff to communicate upcoming events and initiatives.
- Create motion graphics, lower thirds, slides, and presentation visuals.
- Maintain media equipment and recommend upgrades when needed.

Podcasting

- Record, edit, and publish podcast episodes.
- Set up microphones, audio interfaces, and recording software.
- Create podcast graphics, titles, and episode descriptions.
- Upload and distribute podcasts to platforms such as Spotify and Apple Podcasts.
- Assist with developing podcast content and interview formats.

Production & Technical Support

- Assist with stage production, lighting, audio, and presentation software.
 - Coordinate production elements for conferences, worship nights, and special events.
 - Maintain organized digital media files and backups.
 - Ensure all production environments are clean, prepared, and functioning properly.
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Qualifications

- Experience with livestreaming, video production, or multimedia communications.
 - Knowledge of cameras, audio systems, lighting, and broadcasting software.
 - Proficiency in editing software such as Adobe Premiere Pro, Final Cut Pro, Canva, or similar platforms.
 - Familiarity with social media trends and content strategies.
 - Strong organizational and communication skills.
 - Ability to multitask and work in fast-paced environments.
 - Team-oriented with a positive and servant-hearted attitude.
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Preferred Skills

- Experience with church production environments.
 - Graphic design and branding knowledge.
 - Photography experience.
 - Familiarity with OBS, ProPresenter, Restream, or similar software.
 - Understanding of podcast hosting platforms and audio editing tools.
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Personal Characteristics

- Creative thinker with attention to detail.
 - Passion for storytelling and digital ministry.
 - Reliable, flexible, and solution-oriented.
 - Strong work ethic and ability to meet deadlines.
 - Heart for serving people and supporting the ministry vision.
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Compensation

- \$40k-\$50k
 - Full-time salaried position with benefits
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Schedule Expectations

- Availability for weekend services, rehearsals, conferences, and special events.
 - Flexible hours based on production schedules and ministry needs.
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Mission of the Role

To use media, technology, and creativity to communicate the message of hope effectively, engage online audiences, and enhance worship and ministry experiences through excellence in production and digital communication.