



DIRECTOR OF MEDIA TECHNOLOGY JOB DESCRIPTION

POSITION PROFILE

Purpose

- Operate and maintain live-stream and in-house slides for worship services, special services, and church-hosted events (weddings and funerals, for example)
- Lead RMPC's online and social media presence, with an emphasis on marketing the church to potential visitors

Qualifications

- Have a growing, strong faith in Christ and a desire to serve the church through technology
- Supportive of the mission and vision of RMPC
- Knowledge of or willingness to learn current media systems
- Experience or willingness to be trained in video and live-stream production
- Comfortable balancing high-level vision with hands-on implementation
- Clear communicator, organized project manager, and proactive problem solver
- Able to work well with pastors and staff; able to discern needs and willing to serve
- Have a strong sense of aesthetics, especially regarding visual layout for digital media
- Able to attain proficiency in:
 - Apple computers and software
 - RMPC's live-streaming equipment and software (current and future state)
 - Social media platforms, including Facebook and YouTube
 - Canva, Keynote, and other media editing software
- Regularly meet with the Director of Music and Lead Pastor to brainstorm and strategize the best look and feel of bulletin artwork, weekend services, and other ministry events and marketing
- Recruit, schedule, train, and appreciate volunteers with varying levels of technical skill for your department and train them on how to best use equipment
- Participate in bi-monthly staff meetings

Reports To

- Director of Operations

Direct Reports

- Stream Team volunteers (cameras, power point, and teleprompter)

Contact admin@rmpca.org to apply.

AREAS OF RESPONSIBILITY

1. Worship & Event Production

- Provide technical leadership for all worship services, primarily live-streaming and in-house slideshows
- Ensure consistent, high-quality in-person and online worship experiences
- Build weekly slide shows for live stream and in-house worship services and provide for proofing
- Collaborate with the Director of Music and Lead Pastor to plan and support weekly services, special events (weddings, funerals, etc.), and seasonal productions (Christmas Eve, Good Friday, etc.)

2. Team Development & Volunteer Oversight

- Build and lead a team of volunteers to operate and support all aspects of media production
- Create training systems and documentation for new and existing technologies
- Cultivate a team culture based on RMPC Staff Values

3. Ongoing Technical Management

- Maintain and troubleshoot all media technology systems
- Manage relationships with vendors, contractors, and tech consultants
- Oversee media budget, purchasing, maintenance schedules, and inventory management

4. Content Creation & Digital Ministry Support

- Construct a strategic plan for marketing RMPC on social media
 - First priority: Drawing potential visitors to RMPC
 - Second Priority: Connecting with current congregants
- Create digital content, including bulletin covers, sermon video clips, promotional materials (graphics for announcements for in-house and on social media), and ministry updates for the website and social media
- Promote RMPC through social media, the church website, and other church communication platforms and manage RMPC's social media presence/account
- Archive and organize digital assets for easy access and long-term use

5. Correspondence

- Maintain regular communication (email, calls, in-person meetings) with staff, volunteers, officers and leaders of church ministries

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HOURS AND COMPENSATION

Hours

- 15-20 hours/week

Compensation

- Commensurate with qualifications and experience

Please address the above qualifications by submitting materials to admin@rmpca.org.

Before applying, we request that prospective candidates watch one or two of our worship services on our YouTube channel at <https://www.youtube.com/@RMPC>.

Candidates are encouraged to learn more about Rocky Mountain Presbyterian Church by visiting our website at <https://rmpca.org/>.

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