Worship and Social Media Producer
Aldersgate United Methodist Church
1301 Collingwood Road, Alexandria, VA

FLSA Status: Part-Time Exempt (20-25 hours/week) Report to: Lead Pastor

Salary: $20k-$30k a year (will be determined and offered commensurate with the candidate’s experience and qualifications)

Hours and Days of Work: This position is an exempt position that will work a flexible schedule of 20-25 hours per week. On-site presence for Sunday morning worship is required. Additional on-site presence may be required as the church transitions back to in-person worship.

Overview
The Worship and Social Media Producer supports the communications ministry at Aldersgate United Methodist Church (AUMC). As part of the staff team, the Worship and Social Media Producer will design and create video and media content for in-person and online worship; video content for marketing and promotional purposes; and web content for publication on AUMC’s web site and social media accounts. The Producer will be expected to build a video ministry volunteer team to help design, create, and share content for the church.

Skills needed
- **Leadership:** Demonstrate the ability to guide and direct video participants in a positive and effective manner, and effectively direct and empower volunteers to achieve media production goals.
- **Planning & Organization:** Plan and organize video and social media production calendars to meet church ministry seasons, timelines, and deadlines.
- **Standard of Excellence:** Maintain a high level of excellence and professionalism in all work.
- **Creativity:** Display creativity and resourcefulness in production of video and social media content.
- **Visioning:** Help translate goals and needs of ministry leaders into effective content and designs.
- **Editing Abilities:** Demonstrate an ability to compile footage and graphic elements to produce appealing and engaging videos and social media content.
- **Interpersonal Skills:** Communicate and interact positively and cooperatively with staff, team members, and volunteers, and respond well to constructive feedback.

Responsibilities
- Participate in the life and ministry of the church.
- Responsible for all aspects of technical production for in-person and online worship (i.e., audio, video, lighting, media).
- Direct and manage live streaming and live social media events and platforms.
- Work with clergy and ministry leaders (staff and laity) to conceptualize and design videos and content for worship services, as well as for posting on social media.
- Shoot and edit videos for use in worship services, special events, promotions, and devotionals, and publish to applicable web-based mediums.
- Create, publish, and manage web content for the AUMC web site and AUMC’s social media accounts, including but not limited to Facebook, Instagram, Twitter, and YouTube. This may include but is not limited to sermon series trailers; promotional video clips; and highlight reels for the church’s communication campaigns (e.g., Christmas, Easter, mission trips, Vacation Bible School, etc.)
Worship and Social Media Producer
Aldersgate United Methodist Church
1301 Collingwood Road, Alexandria, VA

- Maintain an organized digital media library of useable footage, photography, and complete projects.
- Recruit, train, manage, and empower a team of volunteers, as needed, for the creation and production of worship services, special events, and social media content.
- Attend weekly worship planning meetings.
- Advise pastors and church leadership team of video ideas and needs for AUMC.
- Provide direction in the purchase and maintenance of all equipment (hardware, software, licenses, etc.) required to create high quality video content.
- Oversee and manage the media ministry portion of the annual budget.
- Acquire appropriate releases and copyright licensing for all projects.
- Stay up-to-date with current trends in social media, design tools, and applications.

Qualities & Qualifications
- A love for Christ and people.
- Strong, positive experiences in the Christian church.
- Possess qualities of both a team player and a team leader.
- Must possess professional maturity, good communication skills, self-motivation, and attentiveness to details.
- Able to adapt to last minute changes and needs in the church and community.
- Effectively organize, prioritize, and lead multiple projects.
- Hands-on experience with web-based technologies.
- Must have a portfolio of work (professional or personal) that demonstrates technical skills and creative abilities in the area of sound, lighting, video production, and social media content creation. This includes composition, editing, production, direction, etc. of videos.
- Must be able to demonstrate experience and proficiency in the use of recording, editing, and production technology on a Microsoft Windows-based network.
- Must be able to demonstrate ability to set up and install media equipment (e.g., LCD projectors, speakers, TVs, video monitors, cameras, etc.).
- Think creatively for current and future desires and needs of the church and its ministries; willing to “step outside the box” using media and its resources for the purpose of enhancing AUMC and its ministries, while balancing the “inside the box” understanding of the church, its membership, its resources, and its place in the community.
- Prior experience working with volunteers is a plus.

How to Apply
To apply, send an email with your resume and a cover letter to staffsearch@aldersgate.net with “PRODUCER” in the subject line. Application deadline is July 5, 2020.