Duncan Memorial
United Methodist Church
201 Henry Street • PO Box 247 • Ashland, Virginia 23005
804-798-7224

Duncan Memorial United Methodist Church (DMUMC)
Media/Technology Director

Status: Part-Time (7-15 Hours Per Week)

General Purpose of the Position: The Media/Technology Director implements, manages and maintains the technology needed for DMUMC's effective communications and digital ministry (including website and social media). This position focuses on conducting, planning, coordination, volunteer development and oversight of the execution of media and audio/visual operations. Working collaboratively with the Lead Pastor, church staff, and volunteer ministry teams, the Director ensures that the church's technology systems, digital communications, website, livestream ministry, and social media are functioning, organized, current, effective and mission-focused.

The Director also serves as the primary liaison between the church, volunteers and outside vendors; equips lay volunteers to assist in fulfilling weekly technology and media responsibilities; and provides on-site leadership, training and quality assurance.

Organizational Relationship: The Director reports directly to the Lead Pastor and collaborates with church staff, ministry leaders, and volunteer laity teams. Performance is evaluated annually by the Lead Pastor, in consultation with the Leadership Board.

Areas of Responsibility:

- **Technology Leadership:**
  - Serve as lead of the Tech Desk Team during weekly worship services, as well as special services and/events (e.g., Christmas Eve, Maundy Thursday, Easter worship services, as well as weddings, memorial services, etc.,) as needed.
  - Manage and maintain the church's technology systems, including audio, video, broadcast, presentation and website.
  - Maintain documentation and inventory of church technology, equipment and digital resources.
  - Coordinate updates, maintenance and repairs to technology equipment through approved vendors or volunteers.
  - Oversee software licenses, website hosting and digital subscriptions.

- **Media Ministry:**
  - Provide leadership and quality control for livestream and worship media.
  - Recruit, train and schedule volunteers to assist in operating technology for Sunday morning worship services.

- Develop systems documentation and training that enable volunteers to assist in successfully executing weekly broadcast operations.
- Assist with special services and major church events, as needed.
- Collaborate with staff and volunteers to ensure the church website and social media offer effective, current and frequently updated information about the church's mission and ministry.

➢ **Project Coordination:**
- Serve as project manager for technology and media initiatives.
- Identify, recommend, select and coordinate with outside vendors for audiovisual projects, website support, and equipment upgrades, as needed.
- Assist ministry leaders with communications planning, as time allows.

➢ **Supervisory Responsibilities:**
- Recruit, train and lead volunteer Technology and Media Team members.
- Recommend and coordinate outside IT, audiovisual, website and print vendors, as needed.
- Provide consultation, oversight and execution for technology-related church projects.

Meeting and Collaboration Expectations: Attend:
- Weekly worship services as lead of the Tech Desk Team
- Communications Ministry Team meetings
- Staff meetings, upon request
- Worship Planning Team meetings, as needed
- Additional meetings when technology or communications planning is required

Time Commitment: The Director is expected to work approximately **7-15 hours per week**, with scheduling flexibility throughout the week. Attendance generally is required for Sunday morning worship services, other major worship services, memorial services, weddings, special events, technology transitions, volunteer training or when use of the sound board, recording/playback equipment and/or presentation media are needed. If unavailable, the Director is to ensure trained and qualified volunteers are scheduled to provide this function.

Qualifications:
- Strong working knowledge of live audio, video, lighting, broadcast, and presentation systems
- Strong working knowledge of website design, development and maintenance
- Experience leading and developing volunteers or production teams
- Organized, dependable, proactive and able to work independently
- Calm and solution-oriented when addressing technical problems
- Strong communication and teamwork skills
- A genuine heart for ministry and alignment with the mission and values of DMUMC

Compensation:

- The Director functions as a paid contractor with DMUMC
- The starting wage range is $18 to $20.50 per hour, commensurate with experience.
- The contact email is: office@duncanmemorialumc.org