



South Roanoke

United Methodist Church

2330 South Jefferson Street, Roanoke, VA. 24014

Church Phone (540)344-4437

FAX (540) 345-8041 www.srumc.com

Multimedia Director

Hours and Days of Work: This position is a part-time, non-exempt, position that will work a flexible schedule around 10 hours per week. On-site presence for Sunday morning worship is required. Additional on-site presence may be required as church events and programs necessitate.

Compensation: To be determined and commensurate with the candidate's experience and qualifications. Work schedule to be determined.

OVERVIEW:

The **Multimedia Director** supports the communications ministry at South Roanoke United Methodist Church (SRUMC). As part of the staff team, the Multimedia Director will design and create video and media content for in-person and online worship; content for marketing and promotional purposes; and web content for publication on SRUMC's web site and social media platforms.

SKILLS NEEDED:

- **Creativity:** Display creativity and resourcefulness in production of video and social media content.
- **Planning & Organization:** Plan and organize video and social media production calendars to meet church ministry seasons, timelines, and deadlines.
- **Visioning:** Help translate goals and needs of ministry leaders into effective content and designs.
- **Leadership:** Demonstrate the ability to guide and direct video participants in a positive and effective manner to achieve production goals.
- **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 pastor and church leaders 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.
- 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 worship planning meetings.
- Provide direction in the purchase and maintenance of all equipment (hardware, software, licenses, etc.) required to create quality digital content.
- Oversee and manage the media ministry portion of the annual budget.
- Stay up-to-date with current trends in social media, design tools, and applications.

QUALITIES AND QUALIFICATIONS:

- A love for Jesus 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 and digital 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 ability to set up and install media equipment (e.g., LCD projectors, speakers, TVs, video monitors, cameras, etc.).
- Prior experience working with volunteers is a plus.

HOW TO APPLY:

To apply, send an email with your resume and a cover letter to kathy@srumc.com with “Multimedia Director” in the subject line.

***As Christ cares, we care**... We care about all people.
 We care about worship... We care about learning.
 We care about service... We care about You.
 We are a community of Faith growing in God's Grace.*