

## **Media Coordinator**

### **Church of the Shepherd United Methodist Church**

*1601 Woodstone Dr., St. Charles, MO 63304*

**Employment Status:** Full-Time, Salaried, Exempt

**Mission of Church of the Shepherd:** To connect people to God and neighbor through a relationship with Jesus Christ.

#### **The primary responsibilities of this position will be to:**

- Collaboratively lead the media and graphics development ministries of Church of the Shepherd.
- Be self-directed in all you do.
- Initiate leadership in the areas assigned.
- Provide leadership in the following areas:
  - Oversee all incoming and outgoing video/photo projects from idea to delivery.
    - Coordinate pre to post production elements: concept meetings, script-writing, storyboarding, scheduling, and budgeting.
    - Plan, direct, shoot, and produce video content for weekend services, church wide ministries, etc.
    - Keep a current catalogue of photos and videos of church life.
  - Create (professional quality) video/photos of special events in worship (i.e. baptisms, confirmation events, new members joining, and other events as need)
  - Collaborate with Director of Worship to:
    - Create environmental projection (both creation of images/motion and programming of EP) and lighting for worship production for weekly worship services.
    - Oversee livestream worship process, and edit and post video archive on the website.
    - Upload all video and graphic design elements into Pro-Presenter for worship.
  - Function as the main graphic designer for ministry needs, maintaining COS brand identity:
    - Design a wide range of media, including web and print media, to aid all ministries at COS. Examples of this include: promotional materials, invitational tools, special projects or initiatives, and other weekly ministry needs.
    - Supervise outside printers and other vendors.

- To be part of a team to develop the marketing strategy for Church of the Shepherd.
- Lead the charge for capturing and sharing stories of life change happening in and through our church.
- Enlist and build teams who will help produce professional videos and services.
- Participate in creative process for planning and executing weekend, special services, and special events.

**Expectations:**

- Must be able to demonstrate strong managerial skills and excellent written/oral communication skills.
- Must possess a comprehensive knowledge of media strategies and processes.
- Must be able to work as a team member with other staff and volunteers.
- Must be able to meet deadlines, work well, and deliver under pressure.
- Must be willing to learn and work with Pro-Presenter and Planning Center.
- Must practice good self-leadership: appropriate boundaries, soul care, leadership improvement and growth, etc.

**Requirements for this position:**

Experience: At least 2 years of experience in the workplace or equivalent experience in internships or academic settings.

Education: Bachelor's Degree in Digital Media or a related field.

Proficient or working knowledge of:

Adobe Premiere, Adobe After Effects, Adobe Photoshop  
Both Apple and PC Platforms

**Success of the Media Coordinator is defined by:**

- Quality and Excellence: Increased accuracy and effectiveness of graphic design and media production.
- Equipping Others: Increased number of volunteers supporting the Media Ministry.
- Growth in depth: Increased participation and engagement in the ministries of COS.
- Growth in timeliness: Increased ability to deliver projects on time and create a work flow that enables other ministry areas to achieve their timelines.