

## **JOB IDENTIFICATION DATA**

**JOB TITLE:** Assistant Director of Media  
**DEPARTMENT:** Media  
**WAGE CATEGORY:** Salary  
**REPORT TO:** Senior Pastor  
**DATE ESTABLISHED:** 2020

**JOB STATEMENT:** The Assistant Director of Media assists the Director of Media as the key person in rolling out Calvary's Sunday morning services from a media perspective, enhancing Calvary's presence on the web, social media platforms, in-house communication and media service as well as be the point person for all media related elements.

**ESSENTIAL JOB FUNCTIONS:** The Assistant Media Director will assist, support, and serve all areas of media and sound, as listed below.

- A. Manage, develop, and maintain church website and social media platforms.
- B. Manage the various streaming platforms for Calvary's virtual Church
- C. Oversee the successful execution of Sunday morning services from a media perspective.
- D. Work with Senior Pastor, Media team and others if needed, in developing professional videos to be used as sermon illustrations, worship enhancers and announcements.
- E. Develop, lead, and schedule media volunteers.
- F. Produce graphic content for worship services and social media
- G. Creative lighting development
- H. Branding of sermon series
- I. Manage bulletin board throughout campus
- J. Promotion of special projects and events
- K. Coordinate all promotion of broadcasting for church programs and ministries.
- L. Be responsible for proper care and use of all church owned equipment particularly as it relates to the Media Department, but other equipment of the church as well.
- M. Enlist and train from the church membership volunteer personnel to assist the Media Department.
- N. In consultation with the Pastor, Associate Pastor, and Treasurer, prepare an annual budget for the Media Department.
- O. Oversee the Sound Technician, in the absence of the Media Director
- P. Other services and functions as may be required/requested

**ESSENTIAL JOB FUNCTIONS:** Primary duties include ensuring Sunday services are presented at the highest level for in-person and virtual platforms. Development and maintenance of the church's web page and internal Intranet. Publish content for public release via the Web page and maintain the church's social media.

**JOB SPECIFICATIONS AND REQUIREMENTS:** The ideal candidate would possess two years' experience designing and maintaining social media platforms. An understanding of the process of designing/producing brochures and related marketing material with software programs similar, but not limited to Canva, PowerPoint, Corel Draw, PageMaker, Microsoft Publisher etc. Should have a strong knowledge of printing and copying technology. Must be experienced in WEB site management (HTML and similar programming).