

MEDIA DIRECTOR

*We are currently conducting a recruitment search to fill the position of Media Director for the **Saint Paul Church of Sacramento**. Located in the heart of the historic Sacramento neighborhood of Oak Park, Saint Paul Church has served as a leader and partner in the community for more than 75 years. The 79,000-square-foot worship center is known as a place for spiritual practice and serves as a community meeting place that accommodates numerous trainings, conferences, workshops, and much more.*



WHAT WE BELIEVE

At Saint Paul Church, we believe that the Bible is from God and that the Bible is true. According to the Bible, the following are affirmations we hold:

About God

We believe that there is only one true and living God without division of nature, essence, or being but who reveals Himself to us in three distinct Persons: Father, Son and Holy Spirit.

We believe that God the Father is Father in truth to those who become children of God through faith in Jesus Christ. Jesus Christ is the eternal Son of God who was made provision for the redemption of mankind from sin and will return in power and glory to judge the world and to consummate His redemptive mission. The Holy Spirit is the Spirit of God who exalts Christ, convicts of sin, righteousness and judgment.

The Authority and Power of the Bible

We believe that the Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man.

Salvation

We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.

About the Church

We believe that the church is a local body of baptized believers of the Lord Jesus Christ who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

About Baptism

We believe that Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an obedient act symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

About the Lord's Supper

We believe the Lord's Supper is an ordinance mandated by Jesus Himself. This solemn act is to be done honestly and repeated in commemoration of Christ's death burial and resurrection. It is a time of introspection and a reminder of the atonement symbolized by the taking of the bread and juice.

About Ministry

We believe every Christian has been called by God to actively participate in ministry (Matthew 28:19-20 & Acts 1:8).

POSITION OVERVIEW

The Saint Paul Church of Sacramento is seeking to employ a Media Director who will lead and train a multimedia team of audio/video technicians/operators. The Media Director will oversee the development and implementation of all video and audio captures, along with the broadcasting of worship and special programming such as midweek bible study and special events. The Media Director will spearhead the development of all media platforms, ensuring they appropriately communicate the gospel in accordance with the principles and teachings of Saint Paul Church.

Audio and Video

1. Plan, organize, and direct the work of the Audio/Production team.
2. Oversee and function as Producer of worship services as and/or approve all audio/video media produced by Saint Paul Church.
3. Organize, coordinate, and oversee all technical aspects of media services such as audio/video, media equipment, lighting, and post productions.
4. Provide media services and support to various church ministries.
5. Provide media support for choir rehearsals and performances.
6. Ensure the care and maintenance of all media equipment.
7. Schedule and ensure all services/productions are appropriately staffed.
8. Review and approve all media content prior to its broadcast.
9. Able to perform basic to intermediate trouble shooting of various audio/video equipment.
10. Able to read and interpret electronic schematics and architectural prints.
11. Demonstrate an understanding of audio, video signal flow and electrical wiring runs.
12. Serve as Project Manager for AV installs, upgrades and and/or all services provided by outside contractors and vendors.

Training

1. Recruit, develop, train, and spiritually lead Saint Paul's media teams.
2. Develop, maintain, and deliver a relevant and comprehensive technical training program for the media team, providing them with the knowledge and experience necessary to operate video and audio equipment.
3. Provide training to individuals who may use media equipment during their ministry activities.

Administration

1. Conduct Production Meetings.
2. Maintain supervision over broadcast operations.
3. Review and maintain all equipment warranties.
4. Prepare and maintain budget for all media needs.
5. Ensure all media equipment and supplies are properly secured at all times.
6. Ensure Media Manual is updated annually.

Other Duties

1. Attend and participate in Staff Meetings.
2. Attend and participate in Servant Leader Meetings.
3. Oversee discipleship of Media Team members.
4. Report to Executive Pastor.

Basic Personal Responsibilities

1. Maintain a vital and personal walk with God through committed bible study, devotional life, and prayer.
2. Excellent interpersonal and communication skills.

POSITION OVERVIEW (Continued)

Minimum Qualifications:

1. A clear testimony of faith and a personal and growing relationship with Christ evidenced by attitude and behavior.
2. Strong written and verbal skills.
3. Ability to communicate effectively with a wide range of people of different ages, backgrounds, and cultures.
4. Strong graphic design and creative skills.
5. Highly organized and driven, with the ability to manage multiple projects and details without supervision.
6. Driven to explore and apply new/improved ways of marketing and communication.

Core Competencies Required:

1. **Interpersonal Skills:** Establishes good working relationships with others, uses diplomacy and tact, and is approachable.
2. **Attention to Detail:** Consistently attends to minute details, follow up on missing or out of balance items, keeps the larger picture in mind while tending to the smallest of details.
3. **Integrity and trust:** Is seen as trustworthy by others, keeps confidence, and responds to situations with constancy and reliability.
4. **Spiritual Maturity:** Shows strong spiritual grounding.

EDUCATION, CERTIFICATIONS & LICENSES

Education, Training and Experience

- Bachelor's Degree or equivalent focused industry experience in Audio and Visual Media Communications.
- Three (3) years performing essential job duties in a similar position.
- Database and software experience to include the following applications: Video editing software, CMS and CRM platforms, and Microsoft Office Suite.
- Flexibility for occasional evening and weekend responsibilities to assist with livestreaming or for capturing social media content.

Note: Consideration may be given to individuals who possess a combination of education and experience within the above parameters.

Certificates and Special Requirements

- COVID-19 Vaccine is Required
- Criminal Record Clearance is Required
- Child Abuse Index Clearance is Required
- TB Test Clearance



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POSITION STATUS

Full – Time Exempt

REPORTS TO:

Executive Pastor

COMPENSATION PACKAGE

The Marketing and Communications Specialists will be compensated with:

- Starting salary range of \$80,000.
- Medical, dental and vision coverage.
- Contributions to 403 (b) plan.
- Paid time off which includes vacation, sick leave, health and wellness day and personal day.

APPLICATION PROCESS

To be considered for this position, please submit the following items to:

Attn: Terri Hampton at thampton@saintpaulsac.org

- Cover letter that explains how you are qualified for the position.
- Christian Experience Essay.
- Curriculum Vitae/Resume.
- List of five (5) references.

Note: Applicants who fail to provide a complete package may not be considered.