

JOB DESCRIPTION

Technical and Creative Director

First United Methodist Church, Des Moines, IA

Primary Role of the Technical and Creative Director:

To facilitate communication about FUMC ministries with church members and the surrounding community, and to help the church share the Good News of God's love, which will help us carry out the mission of the church: To connect people with God, to build a welcoming and inclusive community that serves our neighbors through actions of justice and love, and to develop disciples of Jesus Christ.

The Technical and Creative Director reports to the Senior Pastor and is evaluated by the Senior Pastor and the Staff/Pastor-Parish Relations Committee (SPRC).

Technical and Creative Director Minimum Qualifications:

- Must have a minimum of six months of related experience and/or training.
- Possess a general familiarity with video/audio production systems including microphones, sound-mixing, cameras, video switch gear, and livestreaming. Experience with live/recording/broadcast performance is strongly suggested.
- Ability to work productively with necessary software.
- Must be able to work 20 hours/week, including Sundays.
- Have the ability to move quickly within a multi-level facility.
- Be able to lift and carry equipment up to 50 lb.
- Have the agility to bend, stoop, climb, and work with equipment below tabletop level, at floor-level, under staging, and occasionally overhead.
- In addition, applicants must be able to pass a criminal background check.

Technical and Creative Director Responsibilities Include:

- Maintain, operate, and manage audio and video systems in sanctuary and throughout the facility.
- Evaluate options for hardware and software system upgrades and coordinate the implementation of these with FUMC staff and outside vendors.
- Record, edit, and produce audio/video/web productions in coordination with various church ministries.
- Manage FUMC's ability to host online and hybrid meetings.
- Oversee and direct worship service recordings, live streams and television broadcasts.
- Work alongside pastors and worship leaders to craft engaging worship experiences through design, lighting, audio effects, graphics and videos.
- Work alongside FUMC staff and committees to support programming and events.
- Collaborate with church staff and ministries for purposes of marketing, promotion and visibility both inside and outside of FUMC.
- Ensure that weekend video and overdubbed audio, videos, all updates, and announcements are uploaded to the church website in addition to social media platforms.

- Oversee social media platforms for FUMC.
- Meet with the pastor regularly to develop new initiatives for the ministry.
- Serve as a resource to other staff members and assist with troubleshooting AV equipment throughout the church.
- Train and supervise volunteers to assist with technical audio/video tasks.
- Partner with other church ministries to assist with technical needs for their various events.
- In addition to regular church programming, there may be additional special events (weddings, funerals, concerts, etc.) which may require may also require technical and creative expertise with additional compensation.

Administrative Duties and Responsibilities Include:

- Responsible for informing the Senior Pastor of any planned extended absences as soon as possible, preferably at least two weeks prior to the absence.
- Attend and participate in staff meetings as needed.
- Participate in semi-annual one-on-one meetings with the Senior Pastor.
- Participate in an annual evaluation conducted by the Pastor/Staff-Parish Relations Committee which is reported to the Church Council.
- Abides by the Employee Handbook as provided by the FUMC.
- Any overtime must have prior approval by the Senior Pastor.

Behavioral Covenants and Character Expectations:

- Be respectful of members participating in the worship service while fulfilling the duties of the position.
- Will treat the Senior Pastor, staff and members of the congregation with love and respect.
- Has the ability to work as a team member and is willing to collaborate.
- Responds to new strategies and suggestions with an open mind and is adaptable to change.
- Demonstrates excellent communication skills.

My signature below certifies my receipt and understanding of the Technical and Creative Director Job Description in its entirety, as well as my willingness to fulfill these requirements to the best of my ability.

 Technical and Creative Director

 Date

First United Methodist Church of Des Moines, IA