



## **DIGITAL MINISTRY PRODUCER**

### **PART-TIME STUDENT - JOB DESCRIPTION**

#### **Mission**

We believe in the power of technology to communicate the love and grace of God. We believe compelling stories of life change can be felt through video, image, and word. Our Digital Worship Producer prepares and empowers our church community to show up creatively in online spaces, fully believing our presence there matters.

#### **Job Summary**

The Digital Ministry Producer will be experienced in handling a wide range of digital media-related tasks and will be able to work independently. The Digital Ministry Producer must be exceedingly organized, flexible and enjoy the communications challenges of supporting a congregation of diverse people. They must have technological expertise and problem-solving skills to build, mobilize and improve church communications. The Digital Ministry Producer will report to the pastor and coordinate with the digital ministry team.

#### **Responsibilities**

##### **1. Worship Preparation**

- Serve as the producer and editor for all Sunday Services and additional services.
- Design worship slides and conduct sound checks prior to Sunday Services
- Arrive early on Sunday's to prepare equipment and elements for livestream
- Integrate all sound and visual elements in Open Broadcaster Software (OBS) during livestream of services
- Attend scheduled production meetings

##### **2. Congregational & Ministry Communications**

- Publish worship videos on church Youtube, Facebook, and website. Maintain consistent brand across church communications
- Update website content and fix any design/content errors on a weekly basis using WIX website builder. Regularly forward new subscribers to the pastor

#### **Minimum qualifications**

- College student pursuing degree in and/or equivalent work experience in Audio-Visual Design, Tech support, Communications, Art, Media, Religion and/or other related fields
- Working knowledge of live presentation software, Adobe Premiere Rush, Microsoft PowerPoint, Office 365 Suite, WIX, Facebook, and other software as appropriate
- Knowledge of lighting, camera use, audio recorders, and soundboard desired
- Experience working in a church environment desired



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#### **Necessary attributes**

- Excellent time management skills and ability to multi-task and prioritize work
- Strong interpersonal and written communication skills
- Creative thinker, open to new ideas, and improving work processes
- Strong attention to detail
- Approachable, open-minded, flexible, and adaptable
- Collaborates well with church staff and congregants
- Familiar with or willingness to support the United Methodist Church theology

#### **Additional information**

*Position is subject to modification and adaptation, as necessary.*

Job Type: Part-time

Pay: \$11 per hour (plus mileage, if located beyond a 35-mile radius from Galena).  
We will coordinate with your school for college credit.

Hours: 10-12 hours per week

Start date: ASAP

Location: Church & Remote: Must attend supervised training days and Sunday Services to manage livestream, but all other work prior to Sunday may be completed remotely.

Website: [www.galenaumc.org](http://www.galenaumc.org)

Facebook: [www.facebook.com/galenaumc](http://www.facebook.com/galenaumc)

#### **To apply**

Please email a resume to [gumc.digitalministry@gmail.com](mailto:gumc.digitalministry@gmail.com) no later than August 20.