

WHITE MEMORIAL PRESBYTERIAN CHURCH

JOB DESCRIPTION: ASSISTANT DIRECTOR OF COMMUNICATIONS

Department: Administration – Communications
Reports to: Director of Communications
Status: Full-Time **FLSA:** Exempt

SUMMARY

Serve as the main contact for all audio/visual equipment usage/scheduling; staff lead for live production and other related services.

QUALIFICATIONS

- College degree in communications, technology, or related field preferred.
- PC and Mac and all applicable AVL software and hardware.
- Active participation in a Christian church, practicing ministry and mission of Christ
- Comfortable with demographic of financially secure persons
- Willingness and ability to think strategically and provide leadership for groups and individuals
- Proficient, or have working knowledge of, Adobe Illustrator, InDesign, Photoshop Microsoft Office and Pro-presenter
- Experience with Mailchimp, Facebook, Instagram, YouTube and emerging technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all audio/visual equipment, scheduling the equipment, run through, and coordinating set up/breakdown with the custodial staff.
- Serve as the point person for all audiovisual needs. Make sure equipment, screens/slides (music/editing content), audio and live production are ready for that Sunday’s worship service.
- Oversee execution of production for Sanctuary and OnPoint services including, streaming, recording, running sound, lighting, all visuals, and leading a team of volunteers.
- Strong knowledge of AVL systems and experience in live production (camera operation, switching, theatrical lighting, and audio)
- Teach, direct, and lead the team of volunteers to successfully lead worship, conference events, and special events using audiovisuals.
- Serve as back up to the Director of Communications
- Ensure all communications align with WMPC’s brand tone, style and mission.
- Assist with aspects of related media production and distribution

Perform other duties as assigned and agreed upon by both supervisors.

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ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Able to work both independently and collaboratively within a team to assess needs and produce results.
- Able to develop and maintain positive and effective relationships with a wide variety of people with varying social, theological, and intellectual sensitivities, inside and outside the congregation.
- Uses diplomacy and tact and manages conflict appropriately; is approachable.
- Able to effectively communicate through verbal, written, and electronic means.
- Demonstrates strong organizational skills.
- Able to maintain confidentiality.
- Able to use church computer hardware and software effectively.
- Personal qualities of integrity, credibility, and a commitment to White Memorial's mission.

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to frequent sitting and standing; moderate driving, walking, handling of files, keyboarding, operating a telephone, and other office equipment; some lifting of up to 25 lbs.
- Mental requirements include but may not be limited to intermediate math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

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CORE COMPETENCIES

Teambuilding: Blends individuals into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity, and inclusion issues within the team; builds excellent morale and spirit in his/her team; shares wins and successes; projects confidence and professionalism for the entire team; creates a feeling of belonging and motivates the team to excel.

Decision Making and Problem Solving: Uses sound logic to approach difficult Problems and applies effective solutions; can distinguish between symptoms, causes and implied solutions; makes decisions in a timely manner based upon a blend of research, experience, risk-taking, and good judgment.

Organizational Knowledge: Knowledgeable in the dynamics of congregational communication, decision making, and leadership works; recognizes how to get things done through formal and informal decision-making channels; able to maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Process Management: Utilizes a management system resulting in the responsible processes necessary to achieve goals; understands how to organize people and activities; manages time and tasks for efficient workflow; balances metrics appropriately; understands what to measure and how to measure it; accurately assesses opportunities for synergy and integration; and utilizes resources effectively to maximize efficiency.

Integrity and Trust: Viewed as a positive role model; regarded as trustworthy by others; communicates diplomatically and appropriately in direct, honest, and transparent ways; responds to situations with constancy, reliability, and respect.