

# Digital Ministry Production Coordinator

## General Position Description

The Digital Ministry Production Coordinator will provide support and leadership for the weekday ministries and weekend worship events at Elmhurst CRC with the primary goal of producing/creating/adapting content for digital ministry including online church, social media and website resources. Responsibilities also involve documenting protocols/standards as well as managing and supervising staff and volunteers who serve in the areas of audio, video, lighting, graphics and information technology.

The Digital Ministry Coordinator will work closely with the Tech Arts and IT Director, worship service coordinators, worship planning committees, Communications Director, and other ministry leaders who require the support of technical services. The Digital Ministry Coordinator will also recommend hardware and software systems as well as necessary upgrades for technical infrastructure, budget and operations. These responsibilities will be closely integrated with the Tech Arts and IT Director.

## Qualifications

The ideal candidate will have:

- a commitment to Jesus Christ and to becoming more like Him
- a commitment to the mission and ministry of Elmhurst CRC
- gifts of service, leadership, and administration
- a heart for worship and story and a creative spirit to translate them into compelling media
- good troubleshooting skills and the ability to complete tasks independently
- a demonstrated ability to build, lead and manage a team of both paid and volunteer staff
- an understanding (and some demonstration) of the technical skills involved in lighting, audio, video production and graphic design

## Job Description

The responsibilities of this position include but are not limited to:

- leading production of digital ministry resources including recording, live streaming, editing and archiving of worship services and special events as well as creating special content to be used in worship or other ministries
- coordinating online posting/promotion of digital ministry to social media, website, etc.
- assisting with AVL services for all Elmhurst CRC ministries while providing limited technical support for staff and guests
- assisting with recruiting, training, scheduling and managing technical staff and volunteers
- meeting regularly with the Tech Arts and IT Director as well as worship coordinators to plan worship and special events
- making technical purchase recommendations to Tech Arts and IT Director
- overseeing and scheduling maintenance of AVL equipment
- carrying out other duties and responsibilities as required

**Work Expectations:** Full-time, exempt

Weekday schedule is flexible, Sunday/Weekend work expected

**Supervisor:** Tech Arts and IT Director

**Anticipated Hire Date:** March 2022

Email Cover Letter and Resume to [personnel@elmhurstcrc.org](mailto:personnel@elmhurstcrc.org)

Questions? Email [personnel@elmhurstcrc.org](mailto:personnel@elmhurstcrc.org) or [kyle.olson@elmhurstcrc.org](mailto:kyle.olson@elmhurstcrc.org).