

**Title: Media Director**

**POSITION OBJECTIVE:**

To help our church remain effective and contemporary in all of our communication efforts through the use of strong visual media, social media, and our online presence.

**SPIRITUAL & CHARACTER QUALIFICATIONS:**

The Media Director should:

- have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him;
- have a history of moral purity;
- be a self-starter with drive, passion and initiative;
- be teachable and willing to be held accountable;
- be a team player with a positive attitude;
- must be a member of Harvest Bible Chapel or pursuing membership within 6 months.

**PROFESSIONAL QUALIFICATIONS:**

- Bachelor's Degree in Design preferred
- Expertise in Adobe Photoshop, Illustrator, InDesign, Premiere, After Effects
- 3-5 years experience in graphic and video creative design
- Ministry experience preferred

**POSITION DESCRIPTION:**

The responsibilities of the Media Director include:

**General:**

- Participate in weekly church staff meetings as well as Worship/Production staff meetings
- Participate in team working to plan/implement creative elements within services
- Manage Media budget including equipment purchases and outsourcing of graphic/video needs

**Graphics:**

- Develop sermon series graphics (title & content slides, lower thirds, thumbnail, bulletin, CD series covers)
- Develop/maintain graphic suites for Studies (title & content slides, book covers, book/homework content)
- Maintain graphic needs for Assimilation ministries (First Connections, Discover Harvest)
- Service graphic needs for Special Church-Wide Events (Men's, Women's, Compassion Day, VBS)
- Develop yearly theme graphic sets for Higher Ground/Awana (title & content slides, take-homes, T-Shirts)
- Provide graphics for age-specific ministries (Fuse/Fuel/Ignite/College/Amplify) as needed

**Video:**

- Produce Baptism Service Recap Videos
- Produce Compassion Day Recap Video
- Develop God@Work videos 2-3x/year
- Work with Ministry Leaders to develop training/teaching videos
- Service video needs for Special Church-Wide Events (Men's, Women's, Compassion Day, VBS)
- Develop video to be used in worship and special services (Good Friday, Easter, Christmas Eve)

**Communications:**

- Coordinate and implement communication/promotional needs across ministries
- Oversee/schedule team of photographers/videographers to capture and archive life of the church
- Develop and implement plan for effective use of Facebook, Instagram, Twitter
- Manage church social media accounts
- Oversee website usage/development
- Manage website to see that it remains updated and current
- Publish new events/updates to website
- Oversee weekly church bulletin
- Oversee weekly podcast
- Develop and manage Church App

**Summary of Qualifications:**

This role is an essential ministry function of Harvest Bible Chapel of Peoria, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws. The Media Director reports to the Worship Pastor.

**Salary and Benefits:**

- This is a full time salary position (45-50+ hours)
- A competitive salary and benefits commensurate with experience will be provided

Serious candidates should submit a cover letter, resume, and portfolio to:

**Larry Holt, Worship Pastor**

Harvest Bible Chapel of Peoria

Attn: Media Director Position

401 Cimmeron Dr.

East Peoria, IL 61611

Or email to: [lholt@harvestpeoria.org](mailto:lholt@harvestpeoria.org)