

## JOB DESCRIPTION

**Job Title:** Media Director

**Department:** Creative

**Manager/Director:** Worship Pastor

**Time Required:** Monday – Thursday 9am-4pm

**Level:** Full Time/Part Time

**Date Prepared:** 8.30.2018

**Salary:** Based on Experience

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### **I. Experience and Knowledge Required:**

- Be a committed follower of Jesus Christ, seeking to know, love, and serve God.
- Understand and be able to champion the CityGate's mission and vision
- Be proficient in Adobe Creative Suite (Premiere, Photoshop, After Effects, Audition, and ProPresenter).
- Have a strong working knowledge of studio equipment including, but not limited to, studio lighting equipment, teleprompter, robotic studio cameras, and switcher.
- Associates degree in Mass Media, Advertisement, or mass communication
- Minimum of one years' experience directing/editing
- Proficiency in the use of all technical production equipment
- Strong organizational skills.
- Have an excellent command of English composition and punctuation

### **II. Essential Functions and Responsibilities:**

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability, and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work some evenings and weekends as needed.
- Should be ever conscious of the need for confidentiality.
- Should be a person who gives extreme attention to details and an eye for excellence.
- Should always exercise discernment and wise judgment.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

### **III. Employee's possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
- Evident call of God on life to full time Ministry and to the vision/mission of CityGate Church