

First Baptist Church of San Antonio
POSTION DESCRIPTION

TITLE: Director of Media & Information Technology

CLASSIFICATION: Regular Full-time, Administrative; Exempt

SUMMARY: The Director of Media & Information Technology coordinates and manages Media and IT systems and production for First Baptist Church of San Antonio. The incumbent manages media and IT personnel (employees and volunteers) serving in television broadcast, audio, lighting, video media, and IT support roles. The director reports to the Executive Pastor, Ministry.

EXPECTATIONS:

- The director maintains industry-standard equipment, components, content, and service in the areas of sound, lighting, media, and information technology.
- The director empowers church staff and members to grow and enhance church ministries through media and information technology.
- The director assists in the development of volunteers and end-users for sound, media, and information technology through ongoing training.
- The director is under leadership from the Executive Pastor, Administration in matters that relate to administration and facilities.

RESPONSIBILITIES AND DUTIES:

- Oversees broadcast ministry and serves as liaison between KSAT and the church.
- Enlists, trains, and encourages volunteers on the audio, media, and television teams.
- Manages information systems, including equipment and software licensing, to ensure effective support for ministry needs.
- Responsible for IT security.
- Coordinates and manages IT Help Desk function.
- Educates users on the appropriate applications of software and hardware.
- Manages audio, lighting, media, and IT needs for worship services, program ministries, and special events.

- Edits and updates audio and video for media duplication and web content.
- Manages live streaming of church events.
- Produces video content for ministry needs.
- Oversees purchases of advertising, media, and equipment.
- Coordinates special projects as needed.
- Supervises: IT Associate, Media Associates, and Administrative Assistant

QUALIFICATIONS:

- Personal relationship with Jesus Christ, and a passion to see the gospel at work in the Ministries of the Local Church.
- Bachelor degree preferred.
- 3-5 years experience and/or training in Media/IT field.
- Personnel management experience preferred (for both paid staff and volunteers).
- Ability to effectively communicate with media outlets and third-party IT support.
- Familiarity with industry-standard processes as producer and editor of lighting, sound, and media as well as information technologies.
- Knowledgeable in internet technologies, web development and integration, business IT systems, E-mail systems, operating systems, database systems, office applications, and media delivery systems.
- Teachable spirit and ability to collaborate well in a team environment.
- Initiative, perseverance, and servant-hearted attitude.

PROCESS SUMMARY:

Recommended by: Executive Pastor, Ministry

Reports to: Executive Pastor, Ministry