



NORTHWOOD CHRISTIAN CHURCH

Job Title: Media Supervisor

Reports To: Administrator

Position Status: Full-Time, Non-Exempt, Hourly

Position Overview:

The primary purpose of this position is to oversee the media strategy of Northwood Christian Church in a God-glorifying manner. This will require a firm grasp of the beliefs, values and strategy of Northwood Christian Church.

The Media Supervisor will administer the use of Sanctuary and auxiliary AVL systems in order to communicate the message of the church clearly and effectively for all ministries. This position will provide support for all worship services, praise rehearsals, weddings, memorial services and all other church events both in person and online.

Basic Qualifications & Expectations:

- Must have experienced salvation through a personal relationship with Jesus Christ.
- Affirm and adhere to the core Biblical truths summarized in Northwood's Statement of Faith.
- Become a member of the Northwood Christian Church family.
- Exhibit spiritual sensitivity, humility, graciousness, and flexibility.
- Embrace and promote the Vision, Purpose and Core Commitments of Northwood Christian.
- Ability to effectively and politely communicate information to the staff, members and attendees.
- Ability to manage multiple responsibilities effectively, prioritize workload and meet deadlines.
- Ability to work independently as well as collaborate effectively and efficiently in team environments.

Job Responsibilities & Duties:

- Administer effective Audio, Visual, and Lighting needs for the entire church which includes Worship, Youth and Children's events, weddings, memorial services, outdoor events, etc.
- Effectively process Church Online services, schedules, and all live streamed events
- Supervise and operate(as needed) all AVL systems
- Ability to create and edit videos
- Recruit and train AVL media volunteers to effectively operate all equipment independently
- Attend weekly staff meetings and prayer time
- Attend weekly communication team meetings
- Perform other duties as requested by the Administrator or Senior Pastor

Knowledge & Skills Needed:

- Extensive knowledge of AVL (Audio, Visual, & Lighting) Systems & Design
- Strong communication skills both in person and in writing
- Strong computer and online skills for event streaming and archiving
- Organizational skills and attention to detail
- Creative and innovative
- Self-starter who takes initiative in this leadership role.

Education/Experience:

- Audio/Visual production degree, certification, or equivalent experience (4 years)