



"Loving God, Loving Others, Proclaiming Christ"

## **First United Methodist Church of Lombard**

### **Director of Technical Production**

Director of Technical Production is responsible for all aspects of technically producing the First UMC of Lombard online worship services and media presentation for in person worship. The Director requires a strong understanding of video, audio, lighting, and media presentation software.

The Director needs to be proficient with cameras, video recording, video editing software (i.e. Adobe Premiere), graphics software (i.e. Adobe Photoshop, After Effects). The Director also ensures that volunteers are recruited, trained, and scheduled to provide coverage for video recording for online services.

### **Specific Responsibilities & knowledge**

- Oversee technical needs for all Sunday morning worship services (online & in person)
- Ability to create, coordinate and lead productions for online services.
- Coordinate with worship leaders (pastor, director music ministry, worship coordinator) to identify weekly technical needs within worship.
- Build digital display presentations for weekly in person worship services and events.
- Edit weekly online worship service videos.
- Ability to handle multiple projects effectively in a fast-paced environment.
- Familiarity with industry/church best practices for Production ministry.
- Excellent oral, verbal, and interpersonal skills.
- Proficiency with Microsoft Office, to include Word, Excel, PowerPoint, Outlook
- Intermediate proficiency with Media Shout.
- Intermediate proficiency with social media platforms such as Facebook and Instagram.
- Ability to learn and use word press.
- Ability to learn and use video editing software.
- Ability to participate in staff meetings as needed.

### **Schedule**

Part time job - 10 hours' weekly

*Please email resume to First UMC Lombard @ [office@firstumclombard.org](mailto:office@firstumclombard.org) .*

*For more information or questions contact Luis F. Reyes, Lead Pastor at 630-627-2508 ext. 302*