



## Director of Media

### Victory Cathedral Worship Center

**Status:** Full-Time (B1 | Exempt)

Reporting directly to the Campus Pastor, the Director of Media (“DM”) serves Victory Cathedral Worship Center (“VCWC”), as the senior staff member of the Media Department. The DM is directly responsible for management, oversight, and execution of all aspects of technically producing via video and audio VCWC’s services, conferences and other events (“Events”) at all VCWC’s campus and offsite locations. The DM is also directly responsible for recruiting, building, & maintaining the department staff (paid and non-paid). Additionally, the DM is responsible for identifying, securing, and maintaining the equipment needed to support all events of Victory Cathedral Worship Center.

The Director of Media adds value to the events at VCWC through the use of technology and creative staff; building strategies and solutions that aid VCWC in meeting its goals. The DM is always looking for ways to integrate technology in order to maintain efficiency, excellence, and to assist the organization in achieving ministry objectives. This includes capturing the stories of the people who attend our services and events.

The DM must continually find ways to successfully, strategically, and efficiently manage the technology budget, without sacrificing quality and service. They will spend a significant amount of time establishing and maintaining relationships with outside vendors to gain access to the latest technology solutions available.

Further, the Director of Media must grow, manage, mentor and lead their team in a life-giving manner so the team effectively supports the mission of Victory Cathedral Worship Center. They must be able to work well under pressure and handle a wide variety of activities. Must have integrity and discretion regarding sensitive and confidential matters.

**Reports to:** Campus Ministry Director

#### **Supervisory Responsibilities:**

- Global Campus
- Audio
- Video Production (Pre & Post)
- Lighting
- Visual Arts

#### **POSITION RESPONSIBILITIES:**

- a. Oversees, manages and leads all staff, teams, volunteers & contractors assigned to Victory Cathedral’s Media department
- b. Provide audio, video, and lighting (AVL) technological guidance within the organization
- c. Consult with administration, department managers, and manufacturing representatives to exchange information, present new approaches, and to discuss equipment/system changes
- d. Research vendors to provide AVL quotes new campuses, new projects, remodel, and updates to existing locations (project design, vendor selection, budgeting, and schedule management)



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- e. Participate in vendor contract negotiations for all new AVL equipment and services purchased for the church
- f. Collaborate with leadership to create and maintain an annual Media budget
- g. Oversee the ministries internet streaming operations
- h. Manages the day-to-day operations of the Production department including directing staff, service, event, maintenance and other production functions
- i. Assess and anticipate production projects and recommend appropriate action and resources
- j. Establish and direct the strategic, tactical goals, for the Media dept.
- k. Establish, regularly review, and coordinate with leadership to put effective policies, and procedures for the Media department in place
- l. Propose innovative hardware/software solutions to accomplish the church's ministry objectives
- m. Identify user & church ministry department needs and resolve problems
- n. Daily contact with all staff of Victory Cathedral Worship Center
- o. Serves as the primary technical contact with other ministries
- p. Regular contact with vendors, contractors & other agents of Victory Cathedral

### MINIMUM REQUIREMENTS & QUALIFICATIONS:

- a. Strong work tenure: At least 5 years of experience managing a technology team
- b. Must have strong leadership instincts and a proven track record of leading high quality individuals
- c. Must possess expertise in aligning and leveraging technology for the advantage of the church
- d. Must possess strong life-giving relational & management skills
- e. Strong technology and business acumen
- f. Must be able to create and manage change
- g. Ability to hire, develop and retain high quality technology professionals
- h. Must be able to maintain a flexible schedule
- i. Extensive life experience and can bring objectivity to situations
- j. Positive and "can do" approach to the position
- k. A servant's heart; eager to go over and beyond
- l. Must have a reasonably genial, respectful, fun-loving, energetic personality
- m. Must possess excellent interpersonal skills

### Other Duties and Responsibilities:

- Build and maintain relationships with other ministry partners of Victory Cathedral
- Support the other Victory ministry areas such as Creative Worship, Fine Arts, etc.
- Represent Victory Cathedral at ministry roundtables, conferences, and seminars
- All other duties as assigned

**Director of Media**  
**Victory Cathedral Worship Center**



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**Employee's Signature**

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**Date**

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**Employee Print**

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**Executive Leader's Signature**

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**Executive Leader's Print**