

Media and Technology Specialist

Hope Presbyterian Church, Fredericksburg, VA

Hours: Full-Time Preferred. Three-Quarter Time available depending on the candidate's preference and abilities.

Job Summary:

Hope Presbyterian Church is seeking an organized and dedicated Media and Technology Specialist to oversee all multimedia operations. This role requires balancing a wide range of responsibilities, including service production, digital communication, and media content creation.

Key Responsibilities:

Digital Communication Management:

- Maintain and update the church website & Church Center app.
- Create and manage content for social media platforms.
- Develop digital communication strategies and aesthetics.
- Design all church graphics, including:
 - Welcome wall graphics
 - Website & Church Center app
 - Service slides and graphics
 - Social media content
- Assist staff and volunteers in utilizing Church Center and Planning Center apps effectively.

Sunday Morning & Special Services Production:

- Oversee sound, video, and livestream production for all services.
- Recruit, schedule, and train volunteers for the tech team.
- Prepare direction sheets for tech team members.
- Manage setup and reset procedures between services.

Audio/Video Production & Editing:

- Plan and produce podcast content.
- Edit and finalize audio recordings for distribution.
- Create and edit video content for various projects.

Desired Skills & Qualifications:

- Proficiency in relevant software (Canva, Audacity, Proclaim, Planning Center, video editing tools) or ability to learn quickly.
- Basic understanding of audio engineering, including soundboard operation, mixing, and equalization techniques.
- Experience in multimedia production, including video and audio editing.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively.
- Effective communication and interpersonal skills.
- Christian faith and theological alignment with Hope Presbyterian Church (Evangelical Presbyterian Church).

Compensation & Benefits:

Full-Time Position:

- Salary: \$46,000–\$58,000 (based on experience and skills)
- Health, dental, vision, disability, and life insurance included in addition to salary.
- Two weeks of paid vacation annually (increases to three weeks after two years).

Three-Quarter Time Position (Hourly):

- Hourly rate: \$24–\$28 (based on experience and skills).
- Estimated work hours: 28–30 per week.

Application Process:

To apply, please submit your resume and a cover letter detailing your qualifications, availability, and interest in the position to office@hopechurchva.org.