

## JOB DESCRIPTION

### MULTI -MEDIA COORDINATOR

Saint Edward the Confessor Church, Diocese of Orange

**POSITION TITLE:** Multi-Media Coordinator

**STATUS:** Full-time (30 hours per week); Non-exempt; Benefit-eligible

**SUPERVISORY RESPONSIBILITY:** Volunteers

**REPORTS TO:** Human Resources and Communications Manager

**PRIMARY PURPOSE:** Broadcasts Sunday Masses via livestream, creates visual materials for Masses, and coordinates and contributes to communications and publicity across a variety of media.

#### **QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:** Working knowledge of Open Broadcaster Software (OBS) and professional video switchers; background working with live broadcasts, slide presentations/visuals, social media, website posting, print media, electronic newsletters, and other digital communications; keen photography eye; excellent verbal/written/computer skills; strong interpersonal skills and can work well with other people, especially with diverse communities; minimum 3 years' experience.

**DESIRED:** Prior experience working in a faith environment; familiarity with podcast and video production; practicing Catholic.

**EQUIPMENT OPERATED:** Office and broadcast equipment

#### **ESSENTIAL FUNCTIONS:**

- Livestream broadcast of Sunday Masses
- Adhere to publication deadlines
- Maintain office hours as determined by Parish needs
- Regular attendance
- Strong computer skills across a variety of platforms, including website posting and design, social media, electronic and print newsletters, mobile apps

## **DUTIES AND RESPONSIBILITIES:**

1. Creation/preparation of Sunday Mass visual content (slides) and incorporation with livestream broadcast; run livestream broadcast, including use of OBS, operation of cameras and switcher.
2. Coordinate content for all media platforms – broadcast, digital, social, print (bulletin) - under guidance and supervision of designated Parish staff.
3. Daily maintenance of social media and website, including appropriate responses to posts/comments.
4. Assist with inputting and editing media content prior to publication/posting.
5. Work cooperatively with Pastor, Principal, staff and ministries to design and develop messaging as needed.
6. On-site photography of a variety of subjects, including day-to-day functions, special events, staff, ministries and more.
7. Troubleshoot audio-visual equipment as needs arise.
8. Communicate Parish, Deanery, Diocesan, Ministry and other important information to parishioners and the general public across all platforms as needed.
9. Follow Diocesan guidelines with regard to publicity and media contact.
10. Maintain necessary skills for use of a variety of media. Attend workshops, webinars and classes for training as needed.
11. Additional duties as assigned.

**Approved by: Fr. Philip Smith**

**Date Prepared: 4/27/2021**