

# HFUMC Media Director Job Announcement – July 2025



## About HFUMC

Hayesville First United Methodist Church is a Christian congregation with a main campus just off the historic square in downtown Hayesville and a satellite campus that is focused on recovery ministries in the Sweetwater Community of Clay County, NC. Our vision is that: Through sharing our story and practicing loving outreach, HFUMC has vibrant living relationships and a growing, healthy congregation! Relevant to this position, HFUMC just purchased a brand-new audio/visual system in March 2024. Learn more at <https://www.hayesvillefirst.org/>.

## Position Summary

Information technology has become critical to HFUMC's ministry mission of providing spiritual, worshipful opportunities both internally and externally. The Media Director will lead the church's media mission to broaden the spread of God's Word by designing, developing, and implementing innovative approaches for maximizing the effect of the media array of audio, visual, and computer related technologies used during worship at HFUMC.

---

## Roles & Responsibilities

- Provide technical leadership in media development and other media projects.
- Manage the HFUMC main campus multi-media booth for both Sunday morning services, as well as the Christmas Eve service and the Choir's Christmas concert.
- Build the slides to be used during worship services. [Currently in Mac-based ProPresenter.]
- Recruit, train, schedule, and manage volunteers to work in the media booth at both Sunday services.
- Ensure that both services are live streamed on Sunday mornings.
- Coordinate media requirements for other worship services and special events such as weddings, funerals, and the annual Madeline Lea concert.
- Work with various ministries (e.g. Vacation Bible School) to assist them with media needs.

- Work with the Stewards and Leadership Council to project budget needs for future media equipment and software acquisition.
  - Monitor and update HFUMC website and Facebook page.
- 

## **Qualifications**

### **Required Skills and Experience**

- Committed disciple of Jesus Christ seeking to know, love, and serve God and committed to one's continual spiritual growth.
- Self-starter motivated to complete tasks without constant supervision.
- Demonstrated ability to work independently and multi-task.
- Ability to operate and maintain multi-media equipment.
- Strong leadership, organizational, and communication skills to effectively collaborate with staff and volunteers in assisting them with their media requirements.
- Generally comfortable with computers and able to quickly become proficient with Pro-Presenter Worship Software on a Mac operating system.

### **Preferred Skills and Experience**

- Proficient using a Mac operating system.
  - Knowledge and skills related to live streaming over the internet.
- 

## **Location & Hours**

This is a worship-based, exempt staff position and does not include pension or health care benefits. The workweek is 12-15 hours to include Sunday mornings but with an otherwise fluid schedule that meets the demand for media support.

---

## **Compensation**

Starting salary range is \$8,000-\$11,500, dependent upon qualifications and experience.

---

## **How to apply**

Email a cover letter, resume, and three references to: [hfumc@hayesvillefirst.org](mailto:hfumc@hayesvillefirst.org). Applications are accepted until the position is filled. The subject line of your email should read: "Media Director position". The cover letter should address why you feel you are suited to the position.