

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Media Coordinator - Proclamation Project	School of Ministry Studies / Seminary	Director of the Center for Thriving Leaders	.50	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities: Coordinates and oversee production of media for the Proclamation Project. Understands and interprets the SOMS/seminary's mission and the Project's mission using powerful and professional media. This involves impacting and expanding our internal and external audiences through the professional production, post-production, and distribution of diverse media to all Proclamation Project's constituencies. This requires capturing compelling media content, communicating via media to build credibility, and cultivating the participation of SOMS/seminary and Project stakeholders in ways appropriate to each group, in keeping with the supervision of Proclamation Project. Year-round position. Ideal Candidate: Positive and sincere media professional having a strong work ethic, with complete buy-in to the SOMS/seminary and the Proclamation Project.

General Responsibilities:

1. Intimately understand this position and consistently work in harmony with the SOMS/Seminary/The Center for Thriving Leaders, and the Proclamation Project purpose.
2. Proactively identify and master relevant media hardware, software, and skills to advance our work.
3. Set up and operate audio, video, lighting, and photographic equipment for capturing media at live events.
4. Expertly save, store, organize, maintain, edit, and retrieve all Proclamation rich media files.
5. Produce multi-use & multi-platform media products able to advance the Proclamation Project goals.
6. Schedule media production, editing, and distribution in keeping with the Project's calendar of events.
7. Schedule media production, editing, and distribution in keeping with Proclamation Project content.
8. Plan, execute, and manage multiple media projects simultaneously while hitting production deadlines.
9. Interact and strategize with the Marketing Department, creating and sharing resources for promotion.
10. Perform other duties as requested by the Director of the Center of Thriving Leaders.

Qualifications:

1. Completed Bachelor's Degree. Preferred: Major in Media Arts or Cinematography. Familiarity with Canon
2. Expertise in PC (Microsoft) platforms and the Adobe Creative Commons Suite (especially Premiere)
3. Ability to professionally capture, edit, and produce HD audio, HD+ video, raw photography, etc.
4. Having a conceptual understanding of content needed for the best impact on diverse social platforms
5. Understanding of project management and the ability to coordinate professionals & schedules to that end
6. Ability to coordinate complex media projects, often with no assistance, while keeping production schedule
7. Familiarity with/confidence in relating to students, Christian leaders, church pastors, and educational professionals
8. Knowledge of Grace College and Seminary, higher education, and local church ministry
9. Belief in media as a form of 'ministry' with a desire to help the seminary flourish and ministers grow
10. High Christian commitment level with maturing faith, having strong communication and personal skills

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Status: Part-Time, Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 4/16/2024