



Digital Media Specialist

Job Description

**First Baptist Church
Montgomery, AL**

Summary: The Digital Media Specialist is responsible for capturing and telling the stories of what God is doing at FBC Montgomery. Utilizing best practices and creative mediums, this individual will proactively plan and develop ways to engage with our congregation through digital platforms including social media, videos, podcasts, and photography. This is a full-time position that is responsible to the Communications Director with oversight from the Senior Pastor. Resumes can be submitted to Pastor Mark Bethea (mbethea@montgomeryfbc.org).

I. Congregational and Staff Relationship:

- A. Exhibit care and concern for all ministries and programs of First Baptist Church, Montgomery.
- B. Coordinate actions with other ministers and office staff as appropriate and as a cooperative and encouraging teammate.
- C. Love the Lord, love His people, and work accordingly!

II. Primary Responsibilities:

- A. Attend all major church events as primary photographer and videographer. Shoot photos and videos to create social media posts and recap videos of events for church consumption and awareness. As needed, attend weekly events to capture video, photos, and to tell stories.
- B. Edit photos and videos for church use on social media or broadcast. Produce videos that are prepared for and to broadcast standards in a timely manner post-event.
- C. Manage main church social media accounts utilizing best practices for each platform and continuing to research and learn as trends change.
- D. Edit Sunday services for broadcast, website, social media, and podcast distribution in a consistent and timely manner.
- E. Build our social media presence by consistently posting and utilizing best practices on each social media platform to maximize engagement.
- F. Collaborate with Communications Director on any special needs or emphasis that are occurring in the church to have a consistent marketing plan.
- G. Train and aid other staff members in production of videos and media for their different ministry needs.
- H. Deploy new mediums for the church to get stories and gospel impact (podcasts, video teaching, studio use, etc...)
- I. Be available and trained on all lighting and AV equipment to give feedback and assistance if needed.
- J. When requested from the congregation, make available DVDs, CDs, or digital links to videos, services, and events in a timely manner.

III. Other Responsibilities:

- A. Model servant leadership and Christ-honoring churchmanship.
- B. Attend weekly church staff meetings and other special staff meetings as needed.
- C. Perform other duties when requested by the Senior Pastor and/or Communications Director.