

## JOB DESCRIPTION

**Job Title:** Media Director

**Department:** Creative

**Director:** Liaison to the Senior Pastor

**Time Required:** Monday – Thursday 9a-4p, Sunday 6:30a- 2p, Weekends as needed

**Level:** Full Time

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### I. Purpose of the Job

The Media Director will be responsible for overseeing Online, Social Media, Videos, Photography and Broadcast Camera strategies and execution, while directing and assisting in the development, coordination and execution of creative media concepts for Citygate Church. Manage members of the Media teams and work to best accomplish the goals of the Creative needs of the Citygate Church.

### II. Key Responsibilities

- Lead and carry out creative team projects
- Establish relationships with and begin to coach creative team members
- Expand and ensure Citygate brand is consistent throughout projects
- Teach and establish project coordination processes to get the most from a project
- Create project timelines and ensure quality of project and deadlines are met
- Brand consistency and flow – uniting Citygate brand and message weekly across all platforms to reinforce pastors message and vision regularly
- Social media strategy for all platforms
- Podcast strategy and opportunities for Pastor Kim Petree
- Citygate app communication strategy and resources
- Apparel strategy and schedule
- Printed materials and all messaging
- Coordinate volunteer testimonies and Flight course marketing strategies

### III. Leadership Culture

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability, and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever conscious of the need for confidentiality.
- Should be a person who gives extreme attention to details and an eye for excellence.
- Should always exercise discernment and wise judgment.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking, prioritizing projects and meeting established deadlines.
- Should possess strong administrative skills and the ability to work independently without supervision.