



Staff Position: Media & Production Specialist

Status: Part-Time

Schedule: Flexible hours with required availability Sunday from 7:00am to 1:00pm and Tuesday-Thursday from 9:00am to 4:00pm, or as needed

Reports to: Creative Services Director

FMC Vision: We believe that life is experienced better together through a relationship with Jesus Christ and other believers.

FMC Mission: To make disciples of Jesus Christ.

This will be done by intentionally cultivating our strategy:

LIFE Better Together

- L. Living in community
- I. Investing in others
- F. Focusing outward
- E. Encountering God

Job Description:

First Methodist Conroe is seeking a mission-minded Media & Production Specialist to support the Creative Services department through live production, worship media, AVL systems, service content management, and event support. This position serves as the primary operational support for worship production systems and media execution, ensuring consistent and distraction-free worship experiences.

The Media & Production Specialist works collaboratively with worship leaders, ministry staff, volunteers, and outside event contacts to support worship services, rehearsals, special events, and media-related needs across the church. This role requires technical skills, strong organization, clear communication, and a sense of ownership in maintaining production spaces, supporting volunteers, managing service media, and helping ensure technical readiness for worship and events.

Primary Duties and Responsibilities: In this role the responsibilities include, but are not limited to the following:

- Support the setup, operation, and execution of audio, video, lighting, projection, streaming, and presentation systems for worship services, rehearsals, special events, and outside events
- Serve as a key media and production support contact for assigned events, helping coordinate technical needs before, during, and after the event
- Participate in weekly worship planning and production meetings to ensure technical readiness and alignment with ministry objectives
- Manage and maintain service content libraries across platforms such as Vimeo, YouTube, and the church website
- Preparing and executing Sunday worship media, including slides, video playback, livestream support, and other production needs

- Troubleshoot technical issues and help provide timely solutions to ensure smooth worship services and events
- Recruit, train, schedule, and develop volunteers serving in audio, video, lighting, projection, and livestream ministries
- Maintain the organization, cleanliness, and readiness of the media room, backstage area, cables, equipment, and related production spaces
- Assist in maintaining production equipment, documenting issues, coordinating repairs, and helping manage equipment inventories and warranties
- Collaborate with worship leaders, ministry staff, volunteers, and outside event contacts to support media and production needs
- Perform other duties as assigned in support of the mission and ministries of the church

Skills and Qualifications:

- A daily walk with God and Christian living
- Experience with audio, video, lighting, projection, streaming, or presentation systems in a church or live production environment
- Flexibility to work within the church's worship, ministry, and event schedule
- A passion for serving the church through excellent, distraction-free worship and event experiences
- Working knowledge of tools such as ProPresenter, livestreaming platforms, audio consoles, cameras, video switchers, lighting systems, or related production equipment
- Strong attention to detail with the ability to stay calm and work effectively under pressure
- Strong organizational skills with the ability to maintain clean, functional, and ready-to-use production spaces
- Ability to manage digital content libraries and maintain accuracy across platforms such as Vimeo, YouTube, and the church website
- Excellent communication skills with the ability to collaborate well with staff, volunteers, ministry leaders, and outside event contacts
- Ability to lead, train, and support volunteers with patience, clarity, and encouragement
- Ability to take ownership of assigned responsibilities and follow tasks through to completion

Physical Requirements:

- Ability to lift up to 50 pounds
- Ability to work on ladders and elevated platforms
- Ability to stand for extended periods during services and events
- Ability to move equipment and production cases safely

Compensation: This position is established for part-time, up to 29 hours per week, and a salary of \$25,000-\$27,000 depending on experience.