



Media/AV Director

Position Objective:

The Media/AV Director is responsible for creating an environment where guests can effectively engage with the Word of God by overseeing all aspects of media, sound, and audiovisual services. This role ensures that all technical and media-related needs are met for guests attending retreats and events at Blue Mountain Christian Retreat & Conference Center. The Director's responsibilities align with the organization's Philosophy and Extended Objectives, ensuring a seamless and spiritually enriching experience.

Job Description:

The Media/AV Director is responsible for fostering an optimal worship environment through high-quality sound reinforcement and audiovisual support that aligns with the vision and leadership of Blue Mountain Christian Retreat. The Media/AV Director is to be supportive of all audio needs for church and group services, and overseeing the department's operations. Additionally, this role encompasses administrative responsibilities, marketing development and equipment setup and teardown, media slide creation, lighting board operation, and camera handling for live streaming. Above all, the Media/AV Director is committed to glorifying God by delivering exceptional audiovisual services, customer support, and administrative leadership to enhance the worship experience.

Job Duties & Responsibilities

Technical & AV Responsibilities:

- Oversee the setup, operation, and troubleshooting of soundboards and AV equipment for all retreat and private events.
- Record, edit, and distribute all services while ensuring quality control.
- Maintain, update, and install all AV equipment, including TVs, cabling, and cameras.
- Keep equipment clean, organized, and in good working condition, ensuring firmware updates are installed.
- Pursue ongoing training as needed to stay current with AV and technical advancements.

Contact Information:

Mike Liedig, Executive Director

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Event & Worship Support:

- Coordinate with the Groups Coordinator, Food Service Director, and guests to arrange tables, sound, AV needs and beverage needs in meeting rooms.
- Support the Worship Director and team with all technical and operational requirements.
- Attend and assist with worship team rehearsals and BMCR services.
- Be available for after-hours troubleshooting and support as needed.

Administrative & General Responsibilities:

- Develop and manage all marketing video content in collaboration with the Executive Director.
- Maintain an accurate inventory of AV equipment and ensure proper storage.
- Order office and kitchen stationary supplies as needed.
- Oversee postage and mailing operations for BMCR.
- Serve on a rotational “on-call” schedule for after-hours phone support.
- Coordinate with Facilities and Executive Director for OSHA and guidelines and meetings.
- Uphold confidentiality and discretion in all business dealings.
- Foster teamwork by proactively resolving issues and collaborating effectively with team members.
- Provide excellent customer service by anticipating and responding to guest needs in a timely manner.
- Assist in other ministry areas as needed and perform additional duties as assigned by the Executive Director.

Qualifications & Skills

- **Spiritual Commitment:** A heart for worshiping God and a strong calling for ministry and serving others.
- **Personal & Professional Growth:** Commitment to continuous self-improvement outside of ministry.
- **Administrative & Organizational Skills:** Strong ability to facilitate smooth operations through effective planning, organization, and interpersonal communication.
- **Self-Motivation & Time Management:** Ability to work independently, establish priorities, and complete creative projects in a timely manner.
- **Technical & Multimedia Expertise:**
 - Proficiency in modern video and graphic software, including video editing with effects, sound, and titles.

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- Experience with multimedia systems such as soundboards, amplifiers, DVD/CD players, lighting controls, LCD projectors, and various microphones, speakers, cables, and stands.
 - Ability to troubleshoot and react effectively in high-stress situations.
- **Communication & Teaching Ability:**
 - Excellent written and verbal communication skills across various platforms.
 - Strong teaching ability with the capacity to engage and educate diverse audiences.
- **Computer Proficiency:**
 - Advanced knowledge of Microsoft Office Suite, databases, email systems, and reporting tools.
 - Ability to utilize various software for presentations, spreadsheets, and project management.
- **Interpersonal & Emotional Intelligence:**
 - Strong interpersonal skills with a high degree of emotional intelligence.
 - Ability to remain calm, professional, and solution-oriented in stressful situations.
- **Work Ethic & Availability:**
 - Willingness to work long, irregular hours, including weekends and nights, as needed.
 - Strong dedication to excellence, teamwork, and a fast-paced work environment.
- **Guest Relations & Safety Awareness:**
 - Ability to observe and assess guest behavior, discern appropriateness, and report concerns as needed.
- **Valid Driver's License** required.

Spiritual & Organizational Alignment

- Must have a genuine born-again experience and a deep, personal relationship with Jesus Christ.
- Passion for pursuing the Lord and a desire to see others come to the knowledge of salvation through Him.
- Open to or having experienced the Baptism of the Holy Spirit.
- Fully agree with and adhere to BMCR's Doctrinal Statement, Personal Principles, Policies, and Procedures.
- Demonstrate a servant's heart, prioritizing the needs of others before self.
- Commit to living a Godly lifestyle that reflects Christian values.

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- Willingness to submit to the leadership and guidance of BMCR.
- Attend all scheduled staff meetings and participate in team collaboration.
- Maintain faithfulness to Personal Principles, Practices, and Policies as outlined in the BMCR Staff Manual.
- Adhere to company dress code and maintain professional grooming and appearance standards.
- Must be available to work evenings, weekends, and holidays as needed.
- Participate in on-call rotations for nights and weekends.
- Successfully complete a background investigation.
- Provide proof of employment eligibility through completion of USCIS Form I-9.

Education/Experience

- Minimum: High School Diploma or its equivalent
- Preferred: Degree in media, graphic design or video editing or related field
- Minimum: 2 years experience in a related field

Physical Requirements & Work Environment

- Must be able to work in both indoor and outdoor environments, including heat, cold, humidity, and dry/arid conditions, often on uneven and hilly terrain.
- Role requires frequent sitting, standing, squatting, kneeling, typing, talking, listening, twisting, bending, and carrying.
- Must be comfortable with repetitive motions, such as extended periods of computer work.
- Ability to lift and move up to 50 pounds regularly.

Compensation:

- Bi-weekly pay
- Room and meals included
- PTO
- Bonus'

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