



## MEMORIAL PARK CHURCH IS SEEKING A **MULTIMEDIA INTERNSHIP**

### Purpose

To support all aspects of Communications and Audio Visual Production strategy in order to advance the mission of Memorial Park Church to Love People. Know Jesus. Live Transformed.

### Qualifications

- Experience utilizing social media as a marketing tool (including Facebook, Instagram, and YouTube)
- Proficient with commonly used Microsoft Office programs (Word, Publisher, and Power Point)
- Proficient in Adobe Suite and Creative Cloud products (for various print/video/and online uses)
- Experience with Video recording and editing equipment preferred, but not required
- Experience with Canva for graphics, video and print preferred, but not required
- Must be in agreement with the Mission, Vision, and Bylaws of Memorial Park Church
- Expected to become proficient with audio/video production, set-up and tear down of equipment, running Behringer digital mixers, video switcher, display software (Pro Presenter) and lighting system.
- Expected to become proficient in the following Web-based CMS (Content Management Systems):
  - Church Community Builder (MPC Connect, our online community)
  - Snappages (website CMS)
  - Subsplash (MPC App CMS)
  - sign
  - MailChimp (e-mail platform)

### Position Status

- This is a 15 hour per week non-exempt position Sunday-Thursday, reporting directly to the Director of Communications and A/V Coordinator.

### Essential Duties & Responsibilities

- (5hrs - Sundays 8:00AM-1:00PM) Help with all aspects of Sunday Livestream, including setup, production and tear down and post sermons to website including a brief write-up.
- (10hrs - Mon-Thur as needed) Assist with day-to-day tasks related to the mobile app, website, weekly bulletins, e-mail newsletters, Social Media, video production, video editing, signage and other custom media components.

### Personal characteristics

- Demonstrated professionalism, emotional maturity, and stability
- Develop and maintain healthy working relationships with other staff members, members of the congregation, and members of the community
- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude

### How to Apply

Email letter of interest and resume to  
[ghollack@memorialparkchurch.org](mailto:ghollack@memorialparkchurch.org)

**Memorial Park Church**  
*Love People. Know Jesus. Live Transformed*  
8800 Peebles Rd. Allison Park, PA 15101  
[memorialparkchurch.org](http://memorialparkchurch.org)  
412-364-9492

