



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

Memorial Park Church

Love People. Know Jesus. Live Transformed

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memorialparkchurch.org

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