

JOB DESCRIPTION

Television And Broadcasting Lead

Purpose

Lead and advance the creative expression of the Heart Church vision through broadcasting and TV.

Key Tasks and Responsibilities

Broadcasting

1. Lead Heart Church broadcasting by overseeing and developing the online experience to a high technical and operational standard.
2. Oversee and manage all Heart Church Broadcasting systems:
 - a. Work with the Production Manager to install, maintain, deliver and develop an excellent online experience through these broadcast systems.
 - b. Work with the Production Manager and wider creative team to oversee all audio and visual aspects of broadcasting and live streaming for all Sundays and events, providing troubleshooting and technical support.
 - c. Work with the Communications and Art Direction Lead to implement the visual identity of Sunday services and events through broadcasting.
 - d. Work with the Pastoral Team to enable them to engage with Heart Church's online community.
3. Venues:
 - a. Plan, organise and execute broadcasting strategies for new venues where Heart Church will meet, including campuses.
 - b. Work with the Production Manager to plan and organise broadcasting equipment needs for new venues.
4. Support the management of media in all platforms where Heart Church is accessed, ensuring they are up to date with relevant forms of content from Sunday services and events.
5. Manage the safe and effective storage of recordings for all Sunday services and events.
6. Liaise with TV networks Heart Church is involved in, and oversee the supply of relevant content.
7. Release the creative gifting within Heart Church by recruiting and building a volunteer broadcasting team.
8. Research and report on service analytics and trends, providing relevant statistics and information to leaders of all Sunday services and events.

TV & Cameras

9. Lead the Live Camera Team:
 - a. Organise volunteers for all Sundays and events that require a live camera team across all venues, ensuring clear communication of tasks and culture.
 - b. Release the creative gifting within Heart Church by recruiting and building a volunteer live camera team.
 - c. Provide training in the equipment and operation of live cameras for volunteers that will enable them to serve to a high standard and develop their skills.
 - d. Lead team prayer and devotional times on Sundays and in team meeting meetings.
 - e. Assist in the pastoral support and ongoing discipleship of live camera team members.
10. Venues:
 - a. Plan, organise and execute live camera systems for new venues where Heart Church will meet, including rigs and cabling.
 - b. Assist in the general production organisation and set up of new venues as part of the wider creative team.
11. Equipment:
 - a. Take responsibility for learning how to use all Heart Church equipment that relates to the role.
 - b. Oversee the maintenance of all camera, TV and broadcasting equipment.
 - c. Collaborate with the Media Department on the purchasing, maintenance and use of shared equipment.
 - d. Organise repairs and source new equipment as required.
 - e. Take responsibility and initiative in keeping all equipment related to the role up to date with current technology and industry progress as appropriate.

Wider Team

12. Contribute to wider creative and planning meetings, bringing ideas, initiative and a willingness to help in and outside of the boundaries of the role.
13. Serve in different roles on occasion at events when required.
14. Work as part of the Heart Church staff team and assist with other activities as required.

Financial Authorities

Broadcasting and TV Budget

Reporting Line

Report: Media and Events Manager

June 2021