



Position Title: Media Supervisor
Classification: Summer Position
Reports To: Director of Ministries
Direct Reports: Media Specialists
Key Relationships: Program Director, Program Coordinators, Activity Supervisor

Position Summary

The Media Supervisor works directly for the Director of Ministries. They shall primarily be responsible for the creation of the Summer Media plan; directing the media specialists in daily tasks; creating daily social media posts; coordinating the usage of all A/V equipment; the maintenance and organization of the media office and equipment; creating the promo video for the following summer; the organization of all video and photography files.

Key Job Functions

Media Equipment and Usage

- Execute proper training for all media specialists prior to summer.
- Create and execute a Summer Media plan with the help of the Director of Ministries.
- Coordinate the media specialist's schedule and task list for daily photography and videography.
- Be an innovative problem solver seeking to improve the media offerings of Pine Ridge.
- Organize, prepare, and coordinate the usage of all camp equipment for audio-visual presentation.
- Be responsible for the organization and maintenance of all photography/videography equipment being used as well as the media office.

Content Creation

- Create daily social media posts for both Facebook and Instagram.
- Organize all video and photography into our shared file system as it is uploaded.
- Create weekly wrap-ups for each camp session and upload to YouTube.
- Create a summer promotional video for the following summer.
- Create bonus content contained in the Summer Media Plan.

Other Duties

- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
 - Assisting with kitchen duties like dish washing, and food preparation
 - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

Sample Schedule

8:00am- Breakfast/Meet w/ Media Specialists	1:00pm- Photography/Videography
9:00am- Edit Video footage from previous day	3:15pm- Social Media Content Creation
10:00am- High School Staff Devotional Time	5:00pm- Dinner
11:00am- Photography/Videography	6:00pm- Photography/Videography
12:00pm- Lunch	10:00pm- Photo/Video Dump

General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Be a minimum of 18 years old.
- Understands how to use electronic hardware like a video camera, digital camera, a/v equipment, computers, and all the related software.
- Capable of leading a small team of media specialists

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).