

Media Director (Full-Time)

NewPoint Church – Ponca City, OK

Our mission is to REACH people far from God and TEACH them how to follow Jesus step by step.

Position Summary

The Media Director exists to support the mission and vision of NewPoint Church by leading all media production, digital communication, and online platform efforts with excellence. This role ensures that the message of the Gospel and stories of life change are consistently and clearly communicated across all platforms. The Media Director focuses on media systems, content production, livestream execution, and digital platforms—helping NewPoint Church communicate its mission and vision with clarity, excellence, and impact both online and beyond the walls of the church.

Key Responsibilities

1. Media Vision & Strategy

- Champion the mission, vision, and values of NewPoint Church through all media and communication channels.
- Develop and execute a cohesive media strategy that supports sermon series, ministry initiatives, and church-wide communication.
- Ensure consistency in branding, messaging, and visual identity across all platforms.
- Stay current with media trends, technology, and best practices to continually improve quality and effectiveness.

2. Media Production & Content Creation

- Oversee all media production including weekend services, events, and day to day activities.
- Produce and manage video content including sermon clips, promotional videos, announcements, testimonies, and ministry stories.
- Capture and produce video content such as weekly announcements, advertisement videos, testimonies, and promotional media.
- Create a system to capture, record, and produce ministry related stories that support and promote the vision and mission of NewPoint Church and testify to what God is doing throughout our community.
- Ensure all produced content is clear, distraction-free, and aligned with the church's message and tone.
- Collaborate with teaching and ministry teams to support storytelling and content needs.

3. Livestream Production & Oversight

- Oversee the production and execution of all service livestreams.

- Manage livestream systems, platforms, and workflows to ensure a consistent, high-quality online experience.
- Train, schedule, and support livestream volunteers and operators.
- Troubleshoot and resolve technical issues related to livestream production.
- Continuously improve the online service experience for viewers.

4. Digital Media, Website & App Management

- Oversee social media presence across platforms (Facebook, Instagram, YouTube, etc.) with content that reflects NewPoint’s mission and values.
- Design digital and print visuals for events, sermon series, announcements, and advertisements.
- Manage and maintain the church website and app to ensure content is current, accurate, engaging, and easy to navigate.
- Oversee service and sermon video editing and uploads, media libraries, and key communication updates.
- Collaborate with ministry leaders to ensure digital platforms reflect current priorities and upcoming initiatives.

5. Team Leadership & Volunteer Development

- Recruit, train, schedule, and develop a media team of volunteers that consistently capture and create content for services, events, and storytelling elements.
- Build healthy teams marked by spiritual growth, skill development, and servant leadership.
- Create clear systems, workflows, and expectations for volunteers serving in media roles.
- Foster a culture of excellence, preparation, and ownership within the media team.

6. Equipment, Systems & Planning

- Oversee media equipment, software, and production systems to ensure reliability and quality.
- Manage media-related budgets, purchasing recommendations, and equipment maintenance.
- Develop documentation, workflows, and systems that allow media production to scale.
- Plan for major seasons and initiatives (Easter, Christmas, conferences, campaigns) from a production and digital standpoint.

Qualifications

- A growing and mature relationship with Jesus Christ.
- Active participant at NewPoint Church (services, groups, events, etc).
- Support the unity and vision of NewPoint Church and its Leadership.
- Proven experience in media production, livestreaming, or digital communication.
- Strong leadership and organizational skills with the ability to build and develop teams.
- Technical proficiency in video production, livestream platforms, editing software, and digital tools.
- Creative problem-solver with strong attention to detail.
- Ability to remain calm and solutions-focused in live-production environments.
- Servant-hearted, collaborative, and adaptable.

- Model a healthy family and home life.
 - Willing to serve where needed across the church.
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Success in This Role Looks Like

- Stories of life-change and impact are regularly being shared through digital means and weekend services.
 - Livestream services are reliable, high-quality, and engaging for online viewers.
 - Media content is clear, creative, and aligned with church vision and priorities.
 - Website and app content are accurate, current, and easy to navigate.
 - Media systems and workflows are organized, documented, and scalable.
 - Volunteers feel equipped, supported, and confident in their roles.
 - Church leaders trust the Media Director to execute media needs with excellence and minimal oversight.
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Accountability

The Media Director reports directly to the Lead Pastor and is ultimately accountable to God, the mission of NewPoint Church, and its membership.

Compensation

Compensation is determined by the Lead Pastor and Trustees based on experience, scope of responsibilities, and comparable pay ranges among similar churches.