



MATER DEI HIGH SCHOOL
1300 Harmony Way • Evansville, IN 47720

Enter to Learn. Go Forth to Serve

Director of Media Ministries and Production Job Description

Job Title:	Director of Media Ministries and Production
Location:	Mater Dei High School
Reports To:	President of Mater Dei
FLSA Status:	Salary, Exempt, Full-Time, Year-Round (12 month)
Last Revised:	September 2026

Mater Dei High School exists to provide a caring and disciplined learning environment that builds upon the education established by Christ, carried forward by the Catholic Church, and nurtured by families.

Mater Dei is built on the cornerstones of spiritual growth, academic excellence, service to others, and social development.

Summary:

The Director of Media Ministries and Production provides leadership in achieving the mission of Mater Dei High School through excellence in Catholic faith formation, education, performing arts, community engagement, and Catholic media ministry. The Director provides technical leadership for the school's auditorium and event technologies, collaborates with school leadership and event directors to develop the technical vision for productions and events, and oversees the execution of that vision through professional audio, video, lighting, and presentation systems.

Responsibilities:

- **Work with the President and Catholic Identity Committee to establish** an advisory committee that will help shape the vision, priorities, and strategic direction for media ministry in support of the mission of Mater Dei High School.
- **Collaborate with faculty and administrators** to develop compelling presentations and multimedia experiences.
- **Lead the technical execution** of school Masses, assemblies, concerts, plays, musicals, graduation, and special events.
- **Manage and maintain** the auditorium's professional audio, video, lighting, LCD, and presentation systems.
- **Coordinate with technical vendors** for ongoing system support, maintenance, troubleshooting, and future upgrades.
- **Recruit, train, and mentor** a student production team, providing hands-on leadership and technical experience.
- **Develop educational opportunities** in media production and live event production, including potential future courses.
- **Align with global universities, occupational groups, government agencies, and individuals** to develop in-depth and discipline-specific accredited curriculum opportunities for students.
- **Partner with the Diocese, local parishes, and Catholic organizations** to support speakers, concerts, films, conferences, and other faith formation and evangelization-focused events.
- **Promote the auditorium as a regional destination** for Catholic education, faith formation, performing arts, and community engagement.



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Required Qualifications:

- Demonstrated commitment to the Catholic faith and a genuine passion for ministry, faith formation, and serving the mission of Mater Dei High School, along with a personal desire to grow in and deepen a relationship with Christ.
- Two- or four-year degree in a related field, with demonstrated proficiency in professional audio, video, lighting, LCD, presentation, or other event-production technologies and the ability to learn and adapt to new and emerging technologies.
- Ability to use creativity, technology, and production as tools for evangelization, education, community building, and the Catholic mission of the school.
- Strong organizational, communication, and problem-solving skills, with the ability to manage multiple events, projects, schedules, and technical priorities.
- Demonstrated experience in live event production, technical theatre, audiovisual production, or a related field, with the ability to plan and execute technical elements from preparation through completion.

Other Competencies or Preferred Qualifications:

- Experience working in a Catholic school, parish, ministry.
- Experience with theatre, concerts, worship, live events, broadcast, or other performance-based production.
- Experience with LCD displays, projection, streaming, digital media, media servers, show control, or other advanced production technologies.
- Experience training, mentoring, or leading students in media, technical theatre, live event production, or related fields.
- Experience developing or expanding educational programs, courses, internships, or work-based learning opportunities in media or live event production.

Physical Requirements

- Ability to safely transport, position, or move event production equipment and materials weighing up to 50 lbs.
- Ability to work in confined or low-access areas to connect, install, or troubleshoot equipment.
- Ability to ascend/descend and work at elevated heights as needed for lighting, audio, video, and other production equipment.
- Ability to remain in a stationary position or traverse the event space for extended periods during active productions.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

To apply, please send a cover letter, resume, professional references to: jmcgrew@evdio.org