



## MEDIA TECHNICIAN JOB DESCRIPTION

**Reports to: Director of Digital Media & AV Operations**

**Part-Time (Estimated 8 hours per week)**

**Last updated: 2/2/2023**

**Purpose:** The Media Technician's primary responsibility is to review, prepare for and oversee the execution of the ProPresenter presentation software for the media and production elements for Sunday worship services and other ministry events requiring production support.

### **Duties and Responsibilities:**

1. Knowledge of creating slides and implementing styles in programs such as Proclaim or ProPresenter 6 or 7.
2. Pre-production reviewing and editing worship slides, worship loops, and integrating videos for worship.
3. Communicating with and coordinating with other members of staff, internal and external ministries, and members of the church to ensure deadlines are met and projects are completed to demands.
4. Must have an understanding or working knowledge of implementing stills, lower thirds, and animations.
5. Intermittently may need to flex to other media positions such as video switching on a switcher and cameras.
6. Setting up equipment safely and on time (usually be in place 1 hour before event).
7. Testing and troubleshooting equipment regularly and informing Direct report of faulty components.
8. Responsible for following stage and schedule cues.
9. Responsible for providing a distraction-free service as it relates to media production.
10. Communicates well and consistently with volunteers to keep them "in the loop"
11. Having a team-player mindset is a must.
12. Collaborating and assimilating with other members of our AV staff on a regular basis.
13. Understanding vision of events and selecting the appropriate visuals for events (regular services, programs throughout the week, and special events).
14. Consistently hones personal production skills and stays informed with technical advances.
15. Responds to emails and calls within 24 hours.
16. Shows commitment towards staff values.

**Accountability:** Reports to the Director of Digital Media and AV, and is accountable through the Director of Music and Worship Arts Ministries, Senior Pastor, and Personnel Committee.

## **Knowledge, Skills, and Abilities Needed:**

1. Possess a working knowledge, experience, and proficiency using software, such as: ProPresenter or equivalent, Planning Center Online, PowerPoint and major video editing software for worship services and events.
2. Possess a working knowledge, experience, and proficiency using hardware, such as: Blackmagic and Roland video switchers, Mac and Windows computers, and professional digital video cameras with remote controllers for worship services and events.
3. Proficient in creating accommodating and attractive graphics for worship services.
4. Think creatively for current and future desires and needs of Tech Ministry; is willing to step “outside the box” using media and its resources for the purpose of enhancing the church.
5. Ability to demonstrate initiative and drive.
6. Professional self-starter with a growth mindset.
7. Ability to take direction.
8. High-capacity operator—someone who shows capacity to juggle multiple tasks simultaneously and enjoys doing so.
9. Growing understanding of the technical field with the ability to research and recommend the best solution to technical issues.
10. A commitment to excellence.

## **Qualifications:**

### **Minimum qualification:**

1. High School Diploma or GED; or two-to-three-years related experience and/or training; or equivalent combination of education and experience.

### **Personal Characteristics:**

1. Personal characteristics, traits or qualities valuable for an employee working in this position include: organized, detail oriented, teachable spirit, hard worker, displays patience under pressure, multitasker, have integrity, team player, focused, proactive, ability to strategically plan, and possess a positive attitude.
2. Love and respect for all people.
3. Sense of humor and positive attitude.
4. A servant’s heart, a personal relationship with Jesus Christ, and is committed to the church's vision, mission, leadership, and people.

## **Work Schedule:**

1. Regular weekly Sunday worship services of 8:30 AM and 11:00 AM traditional and 10:45 AM contemporary for pre-production of worship slides and media for up to three services. Two services are live-streamed: 8:30 AM traditional and 10:45 AM contemporary worship services.
2. Other essential duties and responsibilities.
3. Additional work may be required and therefore, you are compensated respectively for each additional service and event, such as: Maundy Thursday, Good Friday, Easter, Christmas Eve, wedding, funeral, etc. These additional rehearsals, services/events are scheduled with the concurrence of the Director of Digital Media and AV.

**ADA Expectations:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Standing			X	
Walking		X		
Sitting			X	
Talking, Hearing				X
Feeling, Fingering, Grasping				X
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms		X		

**Weight to be Lifted or Force to be exerted:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 30 pounds		X		
Up to 40 pounds		X		
Up to 50 pounds		X		

**Special Vision Requirements:**

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Looking at computer				X
Color Vision (identify and distinguish colors)				X
Peripheral, depth perception				X
Ability to adjust focus				X

**Environmental Conditions:**

Environment does not expose employee to excessive noise, dust, and like.

Approved:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

This job description is intended to describe the general content of and requirements for performance of this job. It should not be construed as an exhaustive statement of the job's functions, responsibilities, or requirements.