Media and Technology Director

This position is responsible for the church audio/visual program, video production of worship, and website and social media. This includes:
- Coordinate the audio/visual/lighting elements of our worship service broadcasts
- Develop media and technology program at St. Paul UCC
- Oversee planning of hardware & software needs

Knowledge, Skills and Talent Requirements

The Media and Technology Director position requires the following:
1) Coordinate the audio, visual, and lighting elements of our worship services and broadcasts to produce the best possible distraction-free, technically well supported atmosphere for worship
2) Verifiable experience in mixing/operating audio/visual/lighting, IT, media, etc.
3) Strong technical skills in computer hardware and audio/visual equipment
4) Commitment to an atmosphere of worship and collaboration
5) Good Communication skills and ability to work in a team setting and take directions
6) Proficiency in computer software, including video editing software (eg. Pinnacle, Adobe Premiere), Google (Docs, Sheets, Slides), Microsoft Suite (Word, Excel, PowerPoint), Castr, AirTame, etc.

Responsibilities and Duties

The Media and Technology Director shall handle:
1) Worship Services
   a) Pre-Service
      i) Set up stage/chancel for clergy and musicians and install equipment such as microphones, body-worn microphones, sound speakers/monitors, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions.
      ii) Set up and operate sound, video and lighting equipment
      iii) Ensure batteries are charged and changed for wireless transmitters and receivers
      iv) Perform proper sound checks and set levels
      v) Determine filming sequences and camera movements
   b) During Service
      i) Operate soundboard, monitor and adjust audio levels as necessary
      ii) Operate PowerPoint slides and Video equipment
      iii) Responsible for recording the service
   c) Post-Service
      i) Review any problems and develop strategy for improvement
      ii) Identify any broken or faulty equipment and remove it from service and/or properly dispose

   iii) Clear stage/worship space of equipment as needed
   iv) Maintain lighting equipment
   v) Arrange for equipment repair as needed

2) Weekly Preparations
  a) Create Facebook, Youtube, and Website copyright-free images for worship services
  b) Schedule Facebook, YouTube, and Website Livestream
  c) Run IT / A/V/video editor for: Choir, Non-Traditional Music, Special Music, etc.
  d) Create/edit videos as needed
  e) Create technical operations bulletin

3) Additional Projects
  a) Clean and store audio and video equipment and organize and maintain storage
  b) Maintain Website in collaboration with current webmaster
  c) Continue Social Media presence
  d) Recruit and train soundboard/camera/PowerPoint volunteers
  e) Coordinate church information technology: computers, network, phones, IT equipment
  f) Run A/V/video editor/other technology for special events
  g) Coordinate any production system maintenance and repairs
  h) Utilize AdWords from "Google for NonProfits" to increase the visibility of our church and its mission
  i) Conduct an SEO (Search Engine Optimization) initiative to increase the traffic to our website and YouTube channel
  j) Conduct vulnerability study and create mitigation plan
  k) Maintain updated inventory of equipment (reviewed semiannually)

Accountability

The Media and Technology Director shall be accountable to the Senior Pastor

Service, Compensation and Benefits

The Media and Technology Director will work an average of twenty hours per week. There are no benefits associated with part-time positions.

Compensation and benefits will be reviewed and re-determined with the yearly church budget.

The job requires the ability to bend, stoop, walk, carry, climb stairs and lift up to 50 pounds.

Performance Evaluations

There shall be regular annual performance evaluations of the Media and Technology Director.