



PROCLAMATION

PRESBYTERIAN CHURCH

Position Description for Part-Time Media Services Coordinator

Summary of Position:

The Media Services Coordinator (MSC) will provide technical coordination and operation of Proclamation's sound, lighting, recording and projection systems, and coordinate the use of the church's audio-visual (A/V) resources. The MSC will oversee, personally and through volunteers, the provision of quality A/V recording, production and post-production services as required to support the church's website and other broadcast venues. The MSC will report to the Church Administrator and Administrative Assistant to the Senior Pastor.

Position Requirements:

- Comprehensive knowledge of the components and applications of sound systems for worship, including set-up, maintenance and operation.
 - Must be familiar with (or be able to learn) systems like: Adobe Creative Suite, both Mac and Windows OS, BlackMagic Design systems (ATEM Production Studio 4K, UltraStudio 4K, etc.), Subsplash, etc.
- Comprehensive knowledge of A/V presentation and production equipment and systems and their application and operation in worship and Christian education settings.
- Ability to recruit, coordinate, train, instruct, and lead volunteers in the use of A/V equipment.
- Comprehensive knowledge and experience in A/V production and editing.
- Ability to organize media, research, and write proposals for future AV needs and technology systems improvements.
- Ability to perform IT support for staff and office.
- General knowledge of internet, website, phone, and other technology systems with ability to troubleshoot and fix problems which arise with such systems.
- Support the Sunday worship services and Christian education ministry, as well as special events and concerts. Such support may be provided on occasion by volunteers under the MSC's direction and supervision.

Essential Responsibilities:

- Oversee the operation and maintenance of the sanctuary A/V presentation systems, including equipment set-up, pre-event sound and video testing and takedown for worship services, rehearsals, and special events/performances.
- Operate and provide administration and maintenance of the A/V Production Room.
- Coordinate, schedule, and provide leadership of part-time volunteers for events requiring set-up, pre-event testing, takedown and operation of A/V equipment throughout the facilities.

- Provide general A/V recording, production and post-production support to church ministries, as well as outside organizations utilizing the church facilities as approved by the Church Administrator.
- Coordinate, schedule, and provide maintenance of the church's A/V equipment.
- Oversee audio CD and DVD duplication and distribution.
- Assist with the development and maintenance of A/V presentations.
- Provide archival services for all A/V recordings of church ministry services and events.
- Promptly edit and upload Sunday school audio, sermons, and other media to the website.
- Assist with website and app management.
- Offer advice for new technology purchases and/or development of budget.

Required hours (20 hrs/wk):

- Sundays (8:00 a.m. – 12:30 p.m. and 4:00 p.m. – 6:30 p.m.)
- 1-2 Weekdays (preferred: Wednesday evenings and one weekday of choosing)
- Potential remote work
- Special events, as needed

Note: This is an independent contractor (Form 1099) position. The desired number of hours to be worked per week is 20. Hourly rate of pay will be provided by the Church Administrator during the interview process. Interested applicants should submit their resumes to Henry Oestreich at henry@proclamation.org.

Updated by HAO 10.20.21