

Job Title: Tech & Media Coordinator
Reports to: Executive Director
Classification: Non-Exempt
Status: Full-Time

SUMMARY

The Technology & Media Coordinator oversees audio, visual, lighting, and control systems for worship services primarily in The Center – *Faith Church's broadcast venue*. S/he develops teams and systems for broadcast video, audio, and lighting ensuring quality in-person and livestream viewing experiences. S/he works side-by-side with the Tech & Media Director with projects and events throughout Faith Church.

ESSENTIAL FUNCTIONS

- Oversees, maintains, and executes audio, video, lighting, and control systems for worship services and events
- Serves regularly as a production manager in The Center
- Focuses on supporting video systems for livestreaming and local simulcast
- Assists the Tech & Media Director in the execution and prioritization of church-wide projects
- Recruits, trains, develops, and schedules The Center volunteers for services and events
- Oversees the system maintenance of audio, video, lighting, and control systems
- Fills in as a production manager in The Chapel as needed
- Performs other relevant duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement
- Member or willing to become a member of Faith Church

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- Bachelor's degree or relevant technical equivalent
- 2+ years of audio/visual (A/V) experience
- Proficient in the use and/or aptitude to learn worship, video, & other software applications

- Demonstrates reliability, accountability, promptness in deadlines, and professionalism towards colleagues
- Excellent communication, organizational, and collaboration skills
- Demonstrates the ability to troubleshoot technology and media issues
- Ability to give and to receive constructive feedback

TIME COMMITMENT

40 hours per week, including Sundays and a weeknight

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The employee is occasionally required to sit, stand, bend, climb, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The job operates in a multipurpose room environment. This role routinely uses equipment such as computers, projectors, lights, and other technical equipment. Also, this role routinely uses standard office equipment such as computers, phones, and photocopiers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____