

First Presbyterian Church

JOB TITLE: Audio – Visual Technical Director of Worship Production

POSITION OVERVIEW

This position provides audio-visual and live production support for First Presbyterian Church, including livestreaming of Sunday morning worship and other church-wide events. This position requires a person who possesses flexibility, creativity and problem-solving skills as well as excellent technical skills. The Director works effectively with other members of the ministry team as well as committees of the church.

EMPLOYMENT STATUS

Part-time (approximately 10 hours/week), including Sunday mornings. This position does not receive benefits.

ORGANIZATIONAL RELATIONSHIP

- This position reports to the Senior Pastor/Head of Staff
- The Audio-Visual Technical Director of Worship Production will work with the ministry team and church committees supporting worship planning and execution, including the Worship & The Arts Committee and the Christian Education Committee.

SOFTWARE AND TECHNOLOGY SKILLS AND COMPETENCIES REQUIRED

- Proficient with G-suite productivity tools (Drive, Gmail, Docs, Sheets, etc.)
- Proficient with creative suite applications (Adobe Creative Cloud preferred)
- Familiarity and comfort in operating macOS, iOS, and Windows based hardware.
- General IT knowledge, including computer and network troubleshooting skills
- Ability and willingness to investigate and become proficient in additional production technologies and software applications, as needed

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Create a sustainable, reproducible, and scalable system for in-house and live-stream worship that can adapt to the evolving needs of the congregation
- Train, schedule, evaluate, and lead a volunteer-based team for worship and event production needs
- Friendly, professional demeanor and clear oral and written communication
- Independently produce great creative content with minimal supervision
- Manage the AV budget and maintain production technology and equipment in working order, and monitor, troubleshoot, repair, replace, or upgrade systems as necessary and in consultation with the appropriate people/roles

- Able to lead and serve in all production related areas (audio, video, projection, etc.) as needed
- Provide production leadership for other ministries/events within the church; this may include pre-event and/or onsite support
- Create and model a culture of positivity that strives for excellence and regular improvement
- Maintain the First Presbyterian Church website
- Other duties as assigned

Video Production

- Oversee the planning, shooting, and production of recorded video projects, including but not limited to: liturgy, personal testimony, announcements, missions, etc.
- Develop and maintain a standardized quality of excellence in all video production
- Produce high-quality creative content independently and in collaboration with the ministry team
- Recruit, train and develop a team of volunteers to support video production
- Set timelines, manage expectations, and act as quality control for video delivery

Audio Production

- Oversee worship FOH and broadcast audio set-up and mixing
- Maintain a working knowledge of all audio systems used for worship
- Coordinate with other worship leaders to prepare for their audio needs
- Quickly and correctly operate audio technical production equipment

Live Production

- Oversee the production planning and execution of Sunday in-house and live-stream worship
- Collaboratively manage the service flow/execution of Sunday worship
- Format and play back various recorded media elements
- Prepare and manage slides/lower thirds in presentation software

Teamwork

- Identify, communicate and resolve logistic/execution issues with the worship team
- Collaborate with the Senior Pastor/Head of Staff or her designee on video and graphic communications to be used both within and outside of worship
- Participate as a member of the worship planning team and collaborate with staff on weekly worship planning, including (if possible), participating in weekly staff worship reflection and planning meetings to lead within your areas of responsibility

Note: This is a new position and all job descriptions at First Presbyterian Church are fluid. This job description represents the minimum expectations when it comes to tasks and areas you may be working in. We work as a team and there are numerous other tasks that may require

the participation of the person holding this position. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.

ACCOUNTABILITY

The Audio-Visual Technical Director of Worship Production will:

- In collaboration with the Senior Pastor/Head of Staff, set and share goals for this area of ministry, including targets for growth;
- Be evaluated by Senior Pastor/Head of Staff on an annual basis; and
- Be accountable to the Senior Pastor/Head of Staff or her designee.

This person will be committed to team-based ministry—working with lay teams and a staff team—to enable the Church to achieve its mission. This person must be an equipper who sees the job not as “doing” all the ministry, but as empowering the people of the Church to do God’s work in the world.