

# Montgomery Community Church

## Position Description

**Title:** Worship Arts Tech and Video Coordinator

**Classification:** Part-time, Up to 28 hrs./week

**Benefits:** As indicated in the Employee Handbook

**Purpose:** The purpose of this position is to assist the Technical Director by coordinating MCC's production, primarily focusing on video, both produced videos and live broadcast. This person will also assist in the use of technology effectively and strategically to enhance the worship experience through lighting, audio, and stage design.

### **Responsibilities:**

#### **1) Video Production**

- a) Creative thinker who can craft a broad idea into a compelling story.
- b) Ability to take a project from concept to completion.
- c) Have ability to produce quality deliverables, on time and on budget.
- d) Be able to work well in both highly collaborative and creative environments, as well as projects where independence and self-sufficiency are required.
- e) Coordinate & assist leading, directing, and troubleshooting in a live, multi-camera production setting.
- f) Exhibits analytical problem-solving and good communication skills.
- g) General knowledge of the operation, maintenance, and management of a wide variety of multi-media equipment including audio consoles, theatrical lighting, and digital video systems, computer networking is a plus.

#### **2) Worship Arts Production**

- a) For weekly worship services, assist Technical Director in preparation of rehearsals, lighting, ProPresenter 7, and audio.
- b) Assist with set design, preparing/renting props, organizing cabling/lines, and ensure all equipment is in working order for weekend services and special events.
- c) Provide general AV tech coverage for various events (times and needs may vary, including evenings and weekends).
- d) Manage audio/video/media backup and storage.

#### **3) General**

- a) Participate in and contribute to Worship and Creative Team meetings.
- b) Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, families, and lay leadership.
- c) Proactively grow and develop leadership gifts through training opportunities.
- d) Work with a teachable heart, good attitude, and unified spirit.
- e) Other duties as assigned.

***Performance Expectations:***

- 1) Continually improve the quality and consistency of worship service/event video and lighting.
- 2) Grow and better equip volunteers in their knowledge of video and lighting production to ensure competent coverage for all weekend services/events.
- 3) Improve overall visual aesthetic for worship services/events.

***Qualifications:***

**1) Knowledge and Experience**

- a) Hands-on experience with video editing and video production.
- b) Familiar with Macs and video editing software, including Adobe CC or similar.
- c) Familiar with video production hardware, including Blackmagic Design and Canon cameras, studio lighting, and various audio setups.
- d) Experience using DMX lighting consoles, including Chroma-Q Vista or similar.
- e) Some experience with live audio production is a plus.
- f) Ability to network various AVL hardware, software, and interfaces.
- g) Knowledge and experience of software including ProPresenter, Planning Center, and other production software.
- h) Associate degree in related field or 2-3 years comparable experience.

**2) Skills**

- a) Strong desire to engage in high-quality, relational, and straightforward conversations with team members while being both encouraging and offering alternative suggestions.
- b) Physical ability to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, crawl, and lift and/or move up to 30 pounds.
- c) Ability to learn and become proficient in new technology/strong computer skills.
- d) Must possess organizational, multi-tasking, and project management skills.
- e) Able to meet deadlines and time-sensitive requests.
- f) Able to maintain a positive attitude and be a team player.
- g) Available to work evenings and every Sunday as needed to meet ministry goals.
- h) A Christian faith with a heart to serve others.
- i) Proficient with Microsoft Office including Outlook, Word, PowerPoint, and Excel.

**3) Spiritual Gifts**

- a) Service
- b) Teaching
- c) Discernment

***Reports to:*** Worship Arts Technical Director