

## **North Creek Presbyterian Church Job Position Description**

**Job Title:** Media Supervisor

**Reports to:** Director of Music Ministry

**Accountable to:** Session

**Job Description:** Ensure effective use of A/V/lighting technology for all services and events throughout the facility, with a focus on Sunday service.

**Faith and Calling:** Demonstrate a personal faith in Jesus Christ as Savior and Lord consistent with basic tenets of reformed faith, and a genuine sense of God's call to this ministry and service.

### **Qualifications:**

- Good leadership skills with ability to teach and collaborate with both the media team and music teams (heart for ministry)
- Detailed knowledge of audio systems and large-format digital consoles
  - Yamaha CL series
  - Digital audio networks, e.g., Dante
- Working knowledge of audio post-production and associated software
  - Sound Forge and ProTools
- Knowledge of media in the context of worship services
- Detailed knowledge of projectors, displays and video transmission in software
  - PowerPoint, Media Shout
- Knowledge of lighting systems in the context of worship services
  - Knowledge of theatrical lighting for video, as well as choir
  - Knowledge of ETC lighting console
- Ideally highly tech-savvy; able to learn new technology quickly
- Expert knowledge of AVL signal flows and strong ability to troubleshoot in all these areas
- Music background a plus
- Good time management and organizational skills; self-motivated and detail-oriented

### **Responsibilities/Expectations:**

- Manage all audio, video and entertainment lighting
  - a. Oversee the purchase, maintenance, operation and documentation of all equipment throughout the facility
    - Develop detailed knowledge of operation and integration of all equipment
    - Train and equip both staff and volunteers to ensure successful operation of equipment in various rooms
  - b. Assess future technology needs and develop a plan to implement a purchase strategy and timeline
  - c. Manage the yearly budget

- Maintain needed supplies and licenses
- Plan the media needs for all services and events in conjunction with pastors, music team, volunteers and staff through Planning Center (and emails as needed)
  - a. Set-up, tear-down and repositioning of equipment
- Physical patching and programming of consoles
  - a. Positioning and re-aiming of lights
  - b. Manage all input and stage set-up documents
  - c. Video camera positioning
- Develop, train and support media volunteers
  - a. Schedule volunteers through Planning Center
  - b. Regular communication with Media team to assess equipment needs, problems and opportunities
  - c. Update transitions and technical notes on Planning Center
- Manage and edit all captured media
  - a. Edit and upload all sermons and lectures to website
  - b. Confirm quality of media (audio and video) for all services and events
  - c. Fill all sermon audio requests for distribution
- Attend meetings as required
  - a. Worship & Arts, Worship Planning Team, Director of Music Ministry, Staff
    - Meet with Director of Music Ministry on a monthly basis (mutually agreed-upon time)
    - Email a weekly log to Director of Music Ministry outlining weekly tasks accomplished, along with what tasks are currently being worked on
  - b. Serve as liaison between Worship & Arts Ministry and other ministries needing technical resources (Audio/Video/Lighting)

**Work Schedule:**

Part time, average 10-15 hours per week. Must attend rehearsals and Sunday services.

**Compensation:**

Hourly, non-exempt.