



PALM CITY PRESBYTERIAN CHURCH

2700 SW Martin Highway, Palm City, FL 34990 | 772.286.9958 | www.palmcitypres.org

Job Description: Technology Specialist

Position Description

The purpose of this role is to support church staff and volunteers with technical expertise.

- This position averages 15-20 hours each week.
- This position requires five hours a week on Sunday morning (7:30 a.m. - 12:30 p.m.) plus other times as arranged with the supervisor.
- This position is part-time, non-exempt.
- In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.
- Work Location: Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

Responsibilities

The following statements are intended to describe the general nature and level of work being performed by someone assigned to this job. However, these statements are not exhaustive and cannot anticipate all possible duties and requirements which may arise.

- Oversee and supervise tech in the traditional and contemporary services, including livestream, lighting, worship slides and presentations, etc. Including, but not limited to:
 - Ensure ProPresenter is prepared and running properly
 - Ensure Boxcast is scheduled and running properly
 - Ensure the Peerson Audio system for the hearing impaired in the sanctuary is running properly
 - In addition to Sunday services, handle tech for special events such as weddings, funerals, and other special events etc.
- Oversee integration of technology, including making sure equipment is working properly for groups using the facilities
- Oversight of RightNow Media
- Oversight and update of the Bible App
- Supervise all tech education for staff and church members. Including, but not limited to:
 - Train and supervise Audio-visual volunteers

Minimum Qualifications

Education:

- High School Diploma

Skills Required:

- Be proficient in using ProPresenter 7 (Mac or windows-based) to create a variety of presentations, including but not limited to song lyrics and Bible scriptures, as well as sermon points and announcement slide loops. A minimum of one year of hands-on experience is required.

Skills Preferred:

- Have an understanding of CCLI licensing and reporting and the use of SongSelect for integrating lyrics into ProPresenter 7 presentations.
- Have experience with Lightkey lighting control software (or similar) for Mac-based systems, both programming lighting cues and operating the system in a live setting.
- Be familiar with ATEM Software Control (or similar) for PTZ camera systems, both programming of the system and operating in a live setting.

Other Requirements:

- Must be at least 21 years old
- Pass a technical skills assessment demonstrating competency in ProPresenter and other technology relevant to the role
- In general agreement with the beliefs, values, and mission of Palm City Presbyterian Church
- The successful candidate is required to undergo a background check; if completed in connection with this employment, the cost of the background check will be covered by the church.
- 1-2 years of AV experience
- 1-2 years of experience using ProPresenter 7

Salary

Based on education and experience

To apply, please send resume and cover letter to tom@palmcitypres.org.