

JOB DESCRIPTION

January 2021

Position: Multimedia Coordinator

Category: Non-Exempt Part-Time Program Staff; not to exceed an average of 10 hours per week

Purpose: To manage and oversee Faith Lutheran Church's video, sound, lighting and multimedia needs in support of in-person and remote worship, educational and music events and other church supported programs.

Supervision: The Multimedia Coordinator reports to the Senior Pastor with a coordinating relationship with the Worship and Music Board and Properties Board. The Multimedia Coordinator works with the Administrative Coordinator and Office Secretary as needed to implement programming. The Multimedia Coordinator supervises Multimedia Team Volunteers.

RESPONSIBILITIES: Subject to review and adjustment in conjunction with the Executive Committee in concert with Worship and Music and Properties Boards respectively. The following constitute the major responsibilities of the Multimedia Coordinator:

- A. Oversee operation of multi-media systems (sound, projection, camera and computer equipment) at all services and special events (e.g., Easter, Christmas Eve, Readings and Carols Sunday, Music Sunday, Mardi Gras, etc.).
- B. Oversee all volunteer multi-media team members.
- C. Oversee production and post-production of Sunday services internet streams (posted on church website), ensuring quality audio, camera, and computer graphics
- D. Oversee production of audio and video media (CD/DVD, flash media) for special occasions (e.g., baptisms, weddings, funerals, etc.).
- E. Notify the Properties Board of equipment requiring repair and advocate new technology or for replacement or upgrade of equipment as necessary.
- F. Manage the use of multimedia associated lighting equipment and advocate and coordinate with Properties Board for lighting enhancements and purchases for live stream and in person programming.
- G. Manage computer graphics for church projection computers. Advocate for improvements and ensure consistency and style for program related slide/video presentations (e.g., announcements slides and videos). Be able to edit, as needed, graphics and slides submitted by church organizations for multimedia presentation.
- H. Ensure and manage, as needed, the archiving of media for Faith Lutheran Church programming.
- I. Oversee scheduling of Multimedia volunteers for the tech booth for all services/special events.

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- J. Oversee the training and manage training schedule for Multimedia volunteers
- K. Attend, as needed, rehearsals for groups requiring Multimedia support--Choirs, Bells, Praise Band
- L. Support, as needed, church program related "staging requirements" (e.g., Sunday School or end of VBS program). Be able to suggest and work with volunteers and staff to ensure proper multimedia support for such programs (e.g., microphone location, lighting, etc.)
- M. Be generally available for regularly scheduled Sunday services.

Working Conditions: This position is projected at approximately 10 hours per week and may expand and compress over the course of the various church seasons. Work at home is allowed for personal planning purposes with in-person at church time required for coordination meetings, rehearsals and performances. The Multimedia Coordinator will provide a monthly status report that includes a weekly time breakout of planning, rehearsal, performance, and post-performance tasks. The report should include highlights significant events, near term tasks and future goals.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Possess strong communication and interpersonal skills -- both oral and written. Be able to work closely with church staff, volunteers, committee members, and other church organizations. Be able to work well with people and all worship styles, recognizing differences and needs, and be able to create a positive uplifting worship experience.
- B. Possess solid organizational and time management skills
- C. Demonstrated expertise in audio and sound. Possess understanding of gain structure, sound equalizing, working sound boards and have the ability to quickly troubleshoot and problem solve multimedia issues as they arise.
- D. Ability to maintain confidentiality of all matters encountered at all times.
- E. Knowledge of frontline multimedia software – e.g., Adobe Creative Suite (need help here)
- F. Have a working knowledge of MS Office suite of computer tools (e.g., MS Word, PowerPoint)
- G. Understand and be able to work and teach the sound system and projection system.