

## Media Technician Coordinator

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### Job Description

**Position Title:** Media Technician Coordinator

**Reports to:** Directors of Music & Head of Staff

**Direct Reports:** Sound Engineer

**Part time:** approximately 8 hours/week average; must be available Sunday mornings from 7:30 rehearsal to conclusion of duties after 10:30 worship.

### Position Summary:

Prepare and conduct work needed to support Sunday morning services that encompasses managing the entire video, sound, visual production, live streaming to be added later. Responsibility includes training and managing volunteers that may assist in either sound, visual and/or video components.

### Key Duties and Responsibilities:

1. Must have a general skill level of audio, visual, video capture and post-production equipment. Training will be provided for current equipment (iMac and ProPresenter software).
2. Be able to recruit, train and mentor volunteers on proper usage of technology and directing their use during a service.
3. Work with Knox staff to make sure the ProPresenter playlists are created on the iMac before Sunday morning rehearsals.
  - a. Work with Pastors to make sure all visuals for the sermon are loaded on the iMac. Confirm with pastors and have all scriptures loaded on the iMac to display on screens and the correct Bible version.
  - b. Coordinate with Knox Communications Coordinator for latest screen images using DropBox. Download those images to the Sunday playlist.
  - c. Confirm with Music Directors and have all the lyrics for songs and hymns on the iMac to display on screens.
4. Work with the sound engineer on Sunday morning to make sure all the mics are powered up (battery check) ready and functioning.
5. Work with the pastors to decide which Sunday worship sermon will be posted on the Knox website. Edit and produce MP4's and MP3's to post on the Knox website by next business day after the service.
6. Attend bi-monthly technology meeting and provided evaluation and recommendations to that committee relative to technology and/or logistics to improve upon the production in the booth.
7. Responsible for timesheet for sound engineer. Need to be approved and submitted twice a month to the Financial Administrator.

8. Post production includes posting special events to Facebook, YouTube, Knox website and other possible promotional areas.
9. Coordinate the volunteer staff coverage for weddings, funerals and special events.

**Experience:** Minimum two years experience with live audio and visual production.

**Compensation:** salary position