

Job Title: Tech Coordinator

Status: Part-Time (8-10 hours) This is a 9 month position from the date of hiring

Reports to: Worship Director

Maple Grove Covenant Church: www.maplegrovecovenant.org

SUMMARY

This tech position will oversee audio and run a church's live video broadcast. The job is to ensure quality in-person and livestream viewing experiences. No degree is required for this position, but skills we ask for are to run a soundboard and provide good mixing in house and live stream.

ESSENTIAL FUNCTION

1. Oversees, maintains and execute video and audio for worship service
2. Be present at the Thursday night band practice and Sunday morning rehearsal
3. Make sure the stream sound is clean and balanced
4. Calling and cutting shots between multiple cameras in real time with good timing
5. Running song lyrics, scriptures, graphics that are linked through ProPresenter
6. Training volunteers to help
7. Edit and post the archived video to YouTube, the church website, or app.

TIME COMMITMENT

1. Sunday mornings 8:30am - 12:30pm
2. Thursday Evenings band practice - 6:00pm - 8:00pm
3. Video/ audio editing and posting 2 - 3 hrs (offsite/ onsite)

PRIMARY COMPETENCIES AND QUALIFICATIONS

1. A strong and growing level of personal and spiritual maturity and integrity as a personally committed follower of Jesus Christ.
2. Demonstrated servant-leadership orientation, attitude, and giftedness.
3. Theological and personal compatibility with the Evangelical Covenant Church's Affirmations (including those concerning baptism, women in leadership, and human sexuality), the Covenant's mission priorities, and its congregational polity.

OTHER EXPECTATIONS

1. Strong relational skills, including the understanding of and ability to effectively and appropriately communicate.
2. Strong administrative, strategic planning, collaboration, and time management skills.
3. Competency with office machines as well as hardware and software applications commonly used in the fulfillment of responsibilities, including but not limited to: Microsoft 365, Planning Center, relevant social media applications, etc.

PHYSICAL REQUIREMENTS

It is understood and agreed that these employment duties require access to various areas of the church building, including but not limited to offices, classes and meeting rooms. Those duties also require the use of computers and other office equipment, and could require driving of vehicles, loading and unloading of job-related materials, equipment, and goods up to fifty pounds, and making visits to businesses and other venues. The Church Livestream Coordinator is expected to perform all such duties in the course of his or her employment, and in the event he or she is unable to do so without assistance, the church is not responsible for or required to provide, hire, or pay for personal assistants, additional employees, drivers, guide dogs, wheelchairs, or similar equipment to assist the employee in performance of such duties. This job description is subject to periodic review and/or revision by action of Maple Grove Covenant Church's leadership team as the needs and circumstances of the church may require.

To communicate your interest in this position, email Kendre Pust: mgcc@maplegrovecovenant.org