

Lutheran Church of Dell Rapids
Job Description

Position Title **Media Technician**
Position Reports Directly to: Senior Administrative Pastor
Exempt/Non-exempt: Exempt

Last Reviewed and Revised: 6/25/2021

Hours

This position is a part time hourly position. Total hours per event broadcast not to exceed 4. Requires flexibility in hours available for work, and a commitment to working whenever worship is broadcast live including every Sunday morning throughout the year. The schedule may vary at different times of the year according to worship times, seasons and special worship services such as holiday services, weddings and funerals (at short notice).

Job Summary

The purpose of this position is to prepare in advance, record and upload live broadcasts of LCDR worship services. It also includes coordination with volunteers who monitor the audio system and present worship slides and video content onscreen for the live in-person worship services that this person records and uploads.

Work Experience/Educational Experience

Familiarity with media technology and experience in preparing, recording and uploading live content for public use preferred but not required.

Knowledge and Skills

1. Knowledge of media technology (audio, video, internet uploading, cameras, processing systems, electronic equipment and software) preferred but not required.
2. Must have excellent people skills, professionalism and high integrity.
3. Must be accessible, responsive and flexible to handle the changing needs of the church.
4. Must have a faith-based calling to serve a congregation, as an important member of a Christian ministry.
5. Must be willing to learn new skills, work as a team player, and demonstrate an overall dependability/accessibility

Essential Functions

1. Coordinate with the office administrator, pastors, worship leader and volunteers to receive the information, lyrics, worship order, photos and artwork, etc. as needed for each worship service.
2. Create or attain theme materials, templates etc. as needed to supplement what is provided so that the “product” that is broadcast is cohesive, consistent week to week, appropriate to the season, attractive, user friendly, participatory and engaging.
3. Prepare in advance, so that content is ready, equipment is functioning, and volunteers who may help are coordinated – that all is ready for a live broadcast of a live worship service.
4. Record each worship service live, mix the needed elements, and broadcast live via Facebook, YouTube and our church website, or other means as determined by the Technology Committee.
5. Attend Technology Committee meetings to help trouble-shoot, improve our “product” and coordinate with volunteer leaders.
6. Submit requests for any needed media technology upgrades/repairs to the Technology Committee.
7. Secure a qualified substitute whenever needed.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work with media technology equipment. To communicate verbally, in writing and by social media to exchange information. To see in the normal visual range with or without correction. To hear in the normal audio range with or without correction.

All duties and requirements are essential job functions. This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties as requested by their supervisor. This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.

I have read and fully understand my job description:

Employee Signature

Date

Supervisor Signature

Date