

Job Advertisement:

Job Title: MEDIA/TECHNOLOGY COORDINATOR

First Congregational United Church of Christ, Great Falls, MT

Seeking an individual to journey with us as we expand our ministry through technology and media. The person who becomes part of our team will have expertise in audio/visual equipment and production. Successful applicant will advise in the selection and installation of recording equipment/hardware/software, conduct live-streaming of Sunday worship services via Facebook, record and edit services for TV and YouTube, and maintain the church website.

This is a part-time position. Salary is commensurate with experience and education. Letter of application including resume with references may be submitted by email to fcuccgf@gmail.com or hard copy may be sent to First Congregational UCC, PO Box 6303, Great Falls, MT 59406. Deadline for applications is **June 21, 2021**.

FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST, GREAT FALLS

JOB DESCRIPTION: Media/Technology Coordinator SUPERVISOR: Pastor

Purpose: To produce, create and coordinate high quality audio-visual/music & media that meets the ministries and needs of our church membership, staff and leadership.

The Media/Technology Coordinator shall be responsible for the following:

Preliminary work – development phase

- Work with the church leadership to develop a plan to improve the quality of the current recording process as related to worship services and other communication ministries
- Work with the church leadership to evaluate the viability of existing technology devices
- Oversee the selection and installation of cameras, new hardware and accompanying software
- Be responsible for setting up sound and recording equipment, making appropriate adjustments and testing the equipment
- Develop, maintain and provide a comprehensive training program for volunteer staff, providing them with knowledge and experience necessary to operate audio and video equipment
- Recruit, lead and provide ongoing training and development of volunteer staff to operate AV systems and transmit live-streaming of worship services and other communications

Duties related to Sunday services

- Record and edit pre-recorded worship service components
- Effectively use edited film, video clips and recorded music to enhance the overall worship experience
- Provide worship video to TV personnel and social media platforms
- Understand and abide by copyright laws

Social Media/Communications

- Update the church website (content and design) to provide a current and attractive web presence
- Coordinate the church’s virtual capabilities using platforms such as ZOOM, the church website, Facebook, YouTube and others as determined by the church leadership
- Work closely with the Office Manager to coordinate the use of hard copy, email and social media to assure and maintain the proper flow of communications

Other duties

- Function as an ex-officio member of the Worship Board
- Attend staff meetings and functions as directed by supervisor
- Perform other duties as assigned by Supervisor or in the absence of the Supervisor as assigned by the Church Moderator

Strengths and Qualifications:

- High school diploma/GED, high school and/or college coursework in video production preferred
- Skilled in all levels of video production (pre-production, production, postproduction, camera operation, editing, motion graphics, sound design, color correction)
- Comfortable working with a variety of audio, video, media, and lighting equipment.
- Proven video editing skills and experience with editing software
- Skilled in creating and mixing quality sound in large venues
- Proficient in word processing and slide presentation software (e.g. PowerPoint)
- Demonstrates strong communication skills
- Exhibits strong work ethic
- Finds creative solutions to problems
- Adept at prioritizing tasks and meeting deadlines
- Ability to collaborate with pastor and other staff