

United Methodist Church of the Dunes, Grand Haven, MI

Worship Media Tech

*3 – 8 hours per week (3 hour minimum), non-exempt, non-benefitted position
Sunday morning work required (approximately 8 a.m. – 11 a.m.)*

General information: Assist Director of Worship Arts and Senior Pastor with livestreaming the Sunday worship service on YouTube, oversight and management of the sanctuary sound board, management of church audio and video (AV) equipment and other related duties.

Responsibilities include, but are not limited to:

Video Production

- Download videos as directed
- Locate and download any creative elements (images etc. to enhance worship)
- Oversee and manage YouTube live stream

AV Tasks

- Power up sound board and computer and open camera controller apps on computer (Sunday morning)
- Ensure microphones used for the service are in working order
- Set up microphones as needed for the service (as directed) and assist with sound checks for speakers and musicians
- Set up projection equipment and download announcements and worship screens (prepared by others).
- Help run and oversee soundboard, actively monitoring sound and volume and change as necessary, run or oversee worship screens for Sunday, and oversee camera angles and recordings for Sunday morning worship
- Recruit and train volunteers to assist with sound board during Sunday service
- Shut down all components following worship

Miscellaneous

- Develop and maintain an inventory of church-owned technical equipment
- Work with sales and repair vendors as needed
- Assist with software purchases and installation

Qualifications include, but are not limited to: sound board experience, experience in video production, experience with YouTube live streaming, advanced skills with computers and software related video production, support the ministry of the Church of the Dunes

Competencies needed include, but are not limited to:

- *Video production competency:* Capable of working independently to prepare worship videos for use by congregation members in remote locations with content input provided by others.
- *Interpersonal relationships:* Relate well to all kinds of people, inside and outside the congregation; build appropriate rapport with effective and constructive alliances; can use diplomacy and tact; be regarded as a team player.
- *Organizing:* Can gather and organize resources (people, material, and ideas) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- *Planning:* Accurately assess the length and difficulty of a project, be self-motivated and able to work alone without supervision, Be able to handle multiple duties/tasks-handling interruptions while still being attentive to details.

Please send a letter of interest and resume to umcd.sprc@gmail.com