ATASCOCITA METHODIST CHURCH

**Job Description**

**Position Title: Technology and Media Specialist**

**Reports to: Director of Music and Worship Arts.**

**Position: Part Time**

**Sundays- 8am-Noon and Wednesdays- 6pm-9pm**

**Planning, Scheduling and Training- 3-5 hours**

* **Key Responsibilities: Oversee all the media and technical aspects of the**

**9 a.m. contemporary worship service and 11 a.m. traditional worship service.**

* **Responsibilities include audio, video production, live streaming, and lighting design.**
* **Collaborate with the Director of Music and Worship Arts to plan and execute special rehearsals and services at a high level of excellence.**
* **Oversee the volunteer Tech/Media staff. (Both paid and unpaid)**
* **Recruit, train, and provide guidance for volunteer roles on the production team.**
* **Maintain and repair hardware and equipment. Submit proposals for repairs and upgrades as needed.**
* **Stay on top of the latest tech trends and suggest improvements to keep things cutting-edge and more importantly efficient.**
* **Must be knowledgeable about and comply with licensing and copyright standards.**
* **Stay organized- keep all areas usable, accessible, clean, and organized.**

**Qualifications**

* **Strong knowledge of audio, video, and lighting systems.**
* **Good organization and leadership skills.**
* **Ability to work collaboratively with staff and volunteers.**
* **Help manage Social Media**
* **Education and experience.**