

GRACE LUTHERAN CHURCH

Job Description

Job Title: Media Systems Tech

Reports to:

Levels	Support Staff	Type of position: <input checked="" type="checkbox"/> Part-time	Hours: 30 hours per week <input checked="" type="checkbox"/> Salary: \$30,000
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GENERAL DESCRIPTION

Grace Lutheran Church is seeking a tech-savvy leader passionate about sound mixing, audio & video presentation, and producing digital content who believes in using the power of sound, video, and technology to tell God's story in compelling ways.

The Media Systems Tech will be responsible for sound mixing, video and sound recording, and post production editing of church services and music/arts ministry events. They will oversee a team of volunteers enthusiastic about using technology effectively to enhance the experience of those attending worship services in-person and online.

SPECIFIC DUTIES AND RESPONSIBILITIES

SUPPORT AND TRAIN VOLUNTEERS:

- Work with volunteers to train them how to properly setup, run, and clean up equipment for worship services
- Coordinate with volunteers to ensure opportunities to learn and grow are provided as well as fulfilling necessary roles in services or other ministry events
- Maintain a schedule of volunteers for all services
- Responsible for all issues or conflicts that arise in scheduling, training, or performance of volunteers

WORSHIP SERVICES:

- Work with Pastors to ensure proper flow of worship is followed
- Communicate with worship teams to understand their needs
- Sound and video mixing
- Equipment set up
- Oversee volunteers in the sound booth
- Program lighting in accordance to church theme
- Create MediaShout Presentations

SYSTEM OPERATION AND MAINTENANCE:

- Help ensure the systems are working properly prior to use
- Perform necessary updates
- Make sure equipment is charged and in proper working condition
- Troubleshoot and diagnose solutions for various software programs and hardware components

VIDEO RECORDING, EDITING, AND PUBLISHING:

- Download and consolidate files needed for service from online filesharing archives and other online media sources, transcoding files to proper formats if needed
- Add text, song lyrics, and closed captions (for responsorial text)
- Audio editing, mixing, and basic editing of video tracks
- Upload and schedule / publish finished video on GLC YouTube channel, including any relevant copyright information and other necessary attributions

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- Understanding of best practices for YouTube ContentID system: copyright strikes, warnings, and other issues that can prevent a video from being published worldwide
- Archiving media files

MUSIC RECORDING, EDITING, AND MIXING:

- Set up Recording Cart for running ProTools sessions (Dante network, Yamaha interface controls, i/o setup)
- Mic and instrument set up
- Responsible for the fine balance of various elements of the song
- Repair vocal and instrument tracks that have been recorded remotely with non-professional recording equipment
- Utilize effects such as delay, reverb, and saturation when needed and correct the pitching of vocals using Melodyne if necessary
- Produce high-quality, mastered final mix of songs

SKILLS & QUALIFICATIONS

- A heart for GLC, a growing relationship with Jesus Christ and a passion to use sound, video, and technology to reach others
- Familiarity with Lutheran worship
- Understanding of sound mixing and audio systems
- Knowledge of MediaShout (or similar program)
- Knowledge of media and lighting in the context of worship
- Ability to learn and master new technology quickly and thoroughly
- Knowledge of video editing and publishing
- Ability to inspire and motivate teams of volunteers and leaders.
- Organized and able to manage multiple projects
- Excellent written and oral communication skills
- Ability to communicate effectively on a team
- Attention to detail

Notes:

REVIEWED BY	Title
APPROVED BY	Title
DATE APPROVED	