

Job Description

Position Title: Audio/Video Production Facilitator
Classification: Part-time Employee/Stipend
Reports To: Associate Pastor

Date: September 2020

Summary: Manage the production cycle for virtual content for worship services, performances, children/youth/family programming, congregational events, and Session events. This position is expected to not exceed an average of 20 hours per week (time required will vary seasonally).

Essential Functions:

1. Manage the weekly production cycle for virtual worship services
2. Manage the production cycle for significant performances (i.e., Christmas and Palm Sunday Concert services) for in-person and virtual participation
3. Manage the production cycle for virtual content such as recorded performances, youth camps and events, congregational events, and Session events
4. Manage the hybrid staff/volunteer calendar to support in-person and virtual A/V technology and production
5. Provide technical assistance to other staff members and/or small group leaders using Covenant A/V facilities upon request
6. Coordinate with Digital Creative Lead, Facilities Committee and outside vendors for technical support and maintenance needed for the Virtual Church infrastructure (audio/video/networking/etc)

Successful Performers:

- Treat others with respect and dignity
- Reliable, responsible, and punctual
- Maintain a positive, cooperative attitude in the workplace
- Manage time well and maximize own productivity
- Maintain composure in stressful situations
- Demonstrate organizational and prioritization abilities
- Provide meaningful oral and written communications
- Value diversity

Required Education and Experience:

- Two or more years project management experience, preferably in a church or theater organization – experience managing virtual performances a plus
- Strong technical skills in analog and digital electronics preferred
- Related bachelor or associate degree preferred
- Experience using industry standard audio and video software such as Pro Tools and Final Cut Pro strongly preferred

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resume and cover letter to office@covenantfrazer.org