

Job Description

Position Title: Digital Creative Lead
Classification: Part-time Employee/Stipend
Reports To: Associate Pastor

Date: September 2020

Summary: Provide technical and creative guidance and guidelines for events such as regular Sunday worship, recorded performances, special worship events (such as Concerts for the Christ Child and Palm Sunday services), children/youth/family programming, and congregational events. This position is expected to not exceed an average of 20 hours per week (time required will vary seasonally).

Essential Functions:

1. Conduct recording sessions for recorded musical performances
2. Edit audio and/or video recordings of worship services and events (for example, Sunday sermons or Christmas concert services) for release to the community
3. Provide coverage for audio/video live streaming of worship services and special events
4. Provide technical assistance to other staff members and/or small group leaders using Covenant A/V facilities upon request
5. Coordinate with Production Facilitator, 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 AV and/or recording studio experience
- Strong technical skills in analog and digital electronics
- Related bachelor or associate degree preferred
- Ability to read music is a plus, but not required
- 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