

First Presbyterian Church of Berkeley

Media Technology Coordinator

Reports to Director of Communications

Non-Exempt, Part Time 25 hrs/wk

Start Date: May 1, 2021

Priority deadline to apply: April 15, 2021

JOB SUMMARY *(Description of what this position is created to accomplish.)*

Provide audio-visual and technical oversight for church communication media, including A/V needs in worship services, departmental programs and events. Create digital media including audio and video production and editing.

MAJOR RESPONSIBILITIES/ACTIVITIES *(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities, standards for quality/quantity, etc.)*

Audio-visual Leadership

- Oversee, coordinate, and implement the church's use of audio-visual technology.
- Recruit, train, and manage A/V staff and volunteers.
- Equip and train worship staff and department directors to utilize audio-visual technology.
- Assess and address A/V equipment, IT, and infrastructure needs as provided for in the budget.
- Oversee audio-visual portion of the budget in collaboration with Facilities? Worship?_
- Oversee audio-visual equipment inventory, maintenance, and repair.

Digital Media Creation

- Collaborate with the Director of Communications to produce and edit video and sound for internal and external communication plans, including website and social media.
- Collaborate with the Director for Worship and Director for Alternative Worship to produce and edit video and sound for weekly worship services and as needed.
- Provide and coordinate video and sound tech on ministry events and projects.

Livestream Support

- Develop and implement vision for livestream in partnership with worship and communications staff.
- Direct and produce livestream for weekly worship services and special services.
- Equip and train worship staff and volunteers to utilize livestream software and hardware.

MINIMUM REQUIREMENTS

- 1–3 years of digital production and livestream experience.
- Advanced proficiency of Zoom, Premiere Pro or equivalent, Logic Pro or equivalent
- Self-directed, able to manage multiple streams of work.
- Attention to detail and follow through within tight turnaround times.
- Ability to work with and relate to the diverse First Pres community.
- Strong communication skills – both verbally and in writing.
- Ability to maintain confidentiality in a sensitive and professional manner.
- Advanced proficiency of Zoom, Premiere Pro or equivalent, Logic Pro or equivalent
- Proficient knowledge of needed software programs and web-based applications, which include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), and Google Drive and Docs. Willing and able to learn new programs and applications as needed.

SCHEDULE This position is part-time with the expectation of working on Sundays and weekends as needed. Exact schedule of workdays and days off to be coordinated with the supervisor.

Note: Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Complete our application form at <http://www.fpcberkeley.org/employment.asp>
- Return application form with your cover letter and resume to Human Resources at info@fpcberkeley.org, or mail to:
First Presbyterian Church of Berkeley
2407 Dana St.
Berkeley, CA 94704.

Priority Deadline: April 15, 2021. Rolling review upon receipt. Position will remain open until filled. Offer will be contingent on passing a criminal record background check.