**MEDIA TECHNICIAN**

**Topeka First UMC**

**Topeka, KS**

**Ministry Summary**

The Media Technician is a part-time position (10-15 hours/week) which oversees the technical audio and visual systems associated with worship, and other required events sponsored by Topeka First UMC. This position records and streams worship services and other required church events, and provides tech support. The Media Technician supervises the paid Technical Assistants and any Technical volunteers. The Media Technician reports directly to the Church Administrator.

**Responsibilities**

* Oversee A/V system during worship, weddings, memorials
* Oversee A/V system for other church events
* Record and live stream worship services and other church events
* Maintain church YouTube channel associate with live streaming services
* Provide tech support
* Operate lighting controls and audio mixer during services and special events
* Maintain communication with church customers via email
* Adhere to all Topeka First UMC and Conference policies regarding technology usage
* Adhere to all laws relating to copyright
* Instruct church staff and volunteers in copyright law and best practices to avoid copyright violations in church media usage
* Create and maintain tech booth procedures and recommend revision or modification when necessary
* Recruit, train, and supervise paid Technical Assistants and volunteers
* Attend scheduled staff meetings
* Perform other duties as assigned.

**Preferred Skills, Knowledge, Abilities**

* Familiar with Pro Presenter presentation
* Familiar with video recording and live streaming production
* Familiar with audio mixing, monitor mixing and audio recording
* Ability to work as member of team
* Ability to coordinate and utilize volunteers
* Ability to meet and interact professionally with the public

**Desired Education and Experience**

* High School Diploma (required)
* Associate’s degree in media design/technology (bachelor’s degree preferred)

**Accountability**

* The Media Technician is under the supervision of the Church Administrator
* An annual performance evaluation will be conducted by the Church Administrator