Technology intern

JOB DESCRIPTION
*Recognizing that the pandemic has changed the nature of work and ministry, we offer this job description for our present needs as we continue to offer virtual worship experiences. We invite creativity and imagination in helping our church re-imagine music and worship arts through this time.

POSITION: Technical Editor

DEFINITION: The Technical Editor of the First United Methodist Church livestreams or records Sunday morning worship, edits worship services, helps produces video publicity and materials for the church ministries.

DUTIES: The job of the Technical Editor includes but is not limited to the following:
• Consult on a regular basis, at least once per month, with the pastor. Coordinate the worship outline and livestream or recordings for a final product.
• Communicate problems, needs and concerns to the Pastor or Staff Parish Relations Committee.
• Add hymn/song lyrics to livestream or prerecorded worship to facilitate at home participation.
• Edits services to be posted to Facebook, website, (and possibly YouTube)
• Help church staff with projects of publicity, invitation, or curriculum to reach the church and the community.
• Communicate regularly with the worship team about needs, changes, and adaptations that might be possible or necessary.
• Maintain a library of recorded music/videos to be used for future worship services.
• As needed, help with special recordings to be used for worship.
• Help set up and run the livestreaming software for online services.

MINIMUM QUALIFICATIONS: The Technical Editor will be able to produce a polished edited video for worship streaming and publicity. The Editor must demonstrate organization and communication skills (both written and verbal). The Editor must be able to use zoom, google docs, Powerpoint, Facebook, YouTube, Garage Band, OBS, and some type of video editing software. (ProPresenter is a plus) Editor must pass a federal background check and participate in the safe sanctuary training provided by the church before engaging in ministry.

PERSONAL QUALIFICATIONS: The Technical Editor should be able to clearly communicate with the various staff and worship participants.

WORKING RELATIONSHIPS: The Technical Editor works under the direction of the pastor, with oversite by the Staff Parish Relations Committee, and in collaboration with the tech committee, and worship recording team.
TIME COMMITMENT: It is expected that the Technical Editor will work an average of five hours per week. Sunday mornings are a must. Flexible hours are allotted for the year to be used for extra planning, high holy days, special events, and summer responsibilities.

COMPENSATION: This position is paid on an hourly basis at $15 per hour. Timecards are to be submitted monthly. Paid time off and holiday time is described in the Personnel Policy.

EVALUATIONS: Newly hired individuals will be under a 3-month probationary period. This is a non-contract position with evaluations expected at the end of 90 days and annually thereafter.