



NEW LIFE IN CHRIST INTERDENOMINATIONAL CHURCH

MEDIA TECH– PART TIME HOURLY POSITION, \$15 HOURLY

NLC'S EXECUTIVE PRODUCER IS A FACILITATOR FOR THE CONGREGATION'S SUNDAY GATHERINGS AND OTHER MEETINGS. THIS INDIVIDUAL CONTRIBUTES VALUABLE EXPERTISE TO THE OVERALL WORSHIP EXPERIENCE FOR THE CHURCH.

The Media Technician must:

1. have a caring attitude, excellent people skill, and high integrity: a positive attitude;
2. be accessible, responsive, and flexible to handle the changing needs of the church: reliability is a must;
3. have clerical, communications, computer, and well-organized skills: articulate & computer literate;
4. have effective verbal, writing, editorial, and publishing skills: good with words and spelling;
5. have a knowledge of NLC and be able to coordinate the unique schedules: a leader & Christ-centered life.

Because of the nature of the role, this person must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important. The person must provide a high-level of administrative support by handling information and performing clerical functions. The generalization of duties and responsibilities as follows:

Qualifications

1. Graphic Arts
 - a. Final Cut Pro
 - b. Adobe Photoshop
 - c. Indesign
 - d. Lightroom
 - e. Adobe Photosuite
2. Video Graphics
3. Branding
4. Performance—Must be able to drive a team

GENERAL DUTIES
SOUND

- The sound portion of the Technician's job is to oversee the sound board and mixers for all microphones, speakers, and other audio functions.

MEDIA

- Manage the master copy quality of DVDs, podcast feeds, and multimedia presentations provided by the Senior pastor, worship service speakers and all special events.

MUSIC

- Present during all worship services and special events the Technician is responsible for all of the microphone and instrument channels, and making sure the music is mixed properly, often while overseeing the use of PowerPoint for song lyrics, etc. This is coordinated through NLC volunteers

SERMONS

- Facilitate and coordinate with volunteers during the pastor's sermon for PowerPoint presentations, video illustrations, and microphone level control during the message.

RESPONSIBILITIES

1. Responsible on a weekly basis the activities, support and troubleshooting of "Virtual New Life", a combination of online, smart-phone, web-based applications helpful and useful to external connectivity to New Life In Christ Church
2. Work closely with and coordinates volunteer responsibilities, duties and action items
3. Coordinate activities of radio or television studio and control-room personnel to ensure technical quality of picture and sound for programs originating in studio or from remote pickup points as planned for NLC
4. Plan and arrange for special effects requested by Bishop and Pastoral Staff
5. Coordinate and work with Worship Arts Director in controlling and maintaining lights, audio and video control equipment, microphones, and cameras.
6. Ensures operation for worship and special event services that the controls switcher-mixer unit to switch cameras, fade from one picture to another, or superimpose one image upon another as indicated by script or as cued by director
7. Coordinates and serves as the NLC media point of communication for weddings, funerals, baby dedication and baptisms, and leadership team meetings.
8. Receives/coordinates volunteers interested in working in a ministry and follow up of P3 interests (documented via activities in which we need volunteers) or special projects around the church seasonally or as needed (known as C4C ministry). This includes light maintenance items (bldg specialty items ie curtains, etc.) coordinated as a special project monthly (for example set up and removal of holiday decorations),
9. Works with the communication team in producing weekly on brochures, programs, bulletins, written formats as needed