

River Terrace Church

1509 River Terrace Drive • East Lansing, MI 48823 • (517) 351-9059

Job Title: Technology and Media Coordinator

Classification: Support Staff

Reports to: Administrative Coordinator

FLSA Status: Non-exempt, hourly (up to 10 hours per week), part-time

JOB SUMMARY: The River Terrace Church (RTC) Technology and Media Coordinator leads a team of volunteers, using materials from the office staff and in cooperation with ministry staff, to provide quality audio, visual, and digital technologies, which includes livestreaming on Sunday mornings.

DUTIES AND RESPONSIBILITIES:

1. Oversee audio/visual and livestreaming of Sunday worship services and other events as needed.
 - a. Lead, train, and possibly recruit others to provide effective sound board operation, camera operation, and slide presentation on Sunday morning and for special events.
 - b. Ensure high quality video and audio both in the building and the Livestream through effective rehearsals prior to services--by leading the A/V team, coordinating with other staff, and providing feedback to musicians on balance and use of technology.
2. Provide onsite technology support and troubleshooting for Sunday worship services and other events as needed or requested by the Administrative Coordinator.
3. Incorporate content from/for Sunday worship, adult education, and special events into Sunday presentations as requested.
 - a. Receive material from staff in ProPresenter, Planning Center Online and/or other organizational systems—and suggest process or formatting improvements as helpful.
 - b. Present content from Pastor of Worship for Sunday worship.
4. Maintain and recommend improvements for all multi-media and sound equipment:
 - a. Implement policies for up-to-date inventory
 - b. Ensure care and maintenance of equipment.
 - c. Recommend improvements in equipment if needed for effectiveness, or if requested.
5. Collaborate with Pastor of Outreach, Administrative Coordinator, and other staff regarding church communications to facilitate and increase social media presence.
6. Other related tasks and responsibilities as needed.

PHYSICAL REQUIREMENTS: Must be sufficiently ambulatory to move materials, supplies, and equipment. Because of the extensive interpersonal contact required by the position, must have no significant hearing or speech impairment. Must have the ability to hear and ensure effective music mix, tone, and balance.

EDUCATION AND EXPERIENCE

- High level of technology experience, including experience using software for presentations livestreaming, sound boards.
- Ability to work well with others and lead a team.

WORK SCHEDULE: Primary hours would be on Sunday morning with additional hours during the week needed for preparation and other responsibilities. Hours to be coordinated with the Administrative Coordinator.