



ST. ANDREW
UNITED METHODIST CHURCH

Media Technician

Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

Summary

Under the direct supervision of the Director of Media and Production this position is in charge of execution of creative elements that enhance worship experiences. This position will include a variety of live event, technical roles including lighting design, event production specialist and event production volunteer manager. This position deals with a diverse group of employees with varying degrees of technical knowledge focusing on technology setup and lighting design. He / she must be able to communicate with this broad range of users. Independent judgment is required to plan, prioritize and organize a diversified workload. Works independently and within a team to respond to the technical needs.

Essential Functions

1. The employee must have a heart for St. Andrew as well as support the vision of St. Andrew.
2. Technician for the church's primary worship venue and support additional venues.
3. Team player on the St. Andrew staff.
4. Work to recruit and retain highly functioning volunteers.
5. Develop systems to ensure that all volunteers are equipped and empowered to serve.
6. Support the ministries of the church through the creation of content, technical support for equipment, and training of staff and volunteers.
7. Participate in creative team meetings and contribute ideas, support and feedback.
8. Conceptualize, layout, and create creative projects to be used for church-wide experiences including weekend services, special events, and ministry opportunities.
9. Create/design lighting plots for all studio/remote location productions and oversee the implementation/execution of these designs.
10. Research media development and deployment software as well as maintain the necessary changes, upgrades and improvements to media equipment.
11. Be responsible for inventory and re-ordering of lighting equipment, as supported by the production department budget.
12. Manage the care, inventory and maintenance of all lighting equipment.
13. Help with the operation, maintenance, and installation of a wide range of technologies across the campus - lights, sound, video, computers, cameras, etc.
14. Office hours will be set but are flexible around morning/evening events or other extra church activities.
15. Other duties as assigned.

Competencies

1. Personal Effectiveness/Credibility
2. Thoroughness
3. Collaboration Skills
4. Flexibility
5. Possessing experience in lighting/electrical services
6. Demonstrating proficiency in AutoCAD
7. Being proficient in Microsoft Office
8. Showing an understanding of lighting design
9. Proficiency in Adobe Creative Suite
10. Energy efficient design experience
11. Prior experience as a Lighting Designer
12. Experience with CRM software
13. Demonstrated ability in lighting design/execution
14. Demonstrated computer knowledge, as applicable to television production

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

This would require the ability to move equipment from one location to another and the ability to lift 50 pounds.

Position Type and Expected Hours of Work

This is a non-exempt hourly part-time position at 30 hours per week. This position requires work on Sundays 8:00 a.m.- 1:00 p.m. and combination of workdays during the week to be determined.

Required Education and Experience

Bachelor's degree in Architecture, Electrical Engineering, or related field

Preferred Education and Experience

Enrolled in an accredited university pursuing a degree in a technology related field

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply

Please submit a cover letter and resume to resume@standrewumc.org