Job Posting Title: Worship Technology Coordinator

Job Type: Part-time, hourly, 15 hours per week

Salary: $20 - $25 an hour

Send applications, resumes, and inquiries to office_manager@stonechurch.org, or call 408-269-1593.

Job Summary (High level overview of what this position is created to accomplish, why applicants should join the stone church team and what key qualifications/experience is required for the role.)

The Stone Church of Willow Glen congregation invites you to join our amazing staff team in the beautiful neighborhood of Willow Glen, California. We are a loving, caring, and vibrant Presbyterian Church community that is filled with amazing people across all ages and walks of life.

We’re seeking a talented and creative Worship Technology Coordinator to help support the Audio/Visual technology needs for digital worship and deliver on a hybrid online/digital worship experience. The ideal candidate is over 21 years old with the following qualifications -

- Advanced proficiency of Zoom, Premiere Pro or equivalent, Logic Pro or equivalent
- Proficient knowledge of Microsoft Office 365 (PowerPoint), Apple iWork (Keynote), Dropbox, and Google Drive and docs: 2 years (Preferred)
- Experience creating digital media including audio and video production editing
- Video editing: 2 years (Required)
- Audio and lighting: 2 years (Required)
- Excellent written and verbal communication skills
- Has a driving passion to improve user video streaming quality & worship experiences
- Self-directed, able to manage multiple streams of work.
- Ability to work with and relate to the diverse members of Stone Church Presbyterian community.
- A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with staff, volunteers, and congregation.
- Possess an excellent work ethic and passion to do the best you can with the resources you have.

Education: Bachelor's degree preferred

(Job description next page)
Job Description and Responsibilities
(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities etc.)

The role of Worship Tech Coordinator is to oversee all technical aspects (lighting, sound, computer graphics, and video presentation) of Sunday morning services. Support for Sunday morning worship is the number one priority of this position. Other key aspects include

- This position is part-time with the expectation of working on Sundays. Attend church staff meetings and/or committee meetings as deemed necessary on Tuesdays. Exact schedule of workdays and days off to be coordinated with the supervisor.
- In cooperation with Pastoral staff, work within and provide recommendations for the Worship Technology experience and budget.
- Lead volunteer technical teams for all Sunday Morning Services and other events requesting/requiring tech support.

- **Audio-visual Technology**
  - Oversee, coordinate, and implement the church's use of audio-visual technology.
  - Recruit, train, and manage A/V volunteers.
  - Assess and address A/V equipment, IT, and infrastructure needs as provided for in the budget.
  - Oversee audio-visual equipment inventory, maintenance, and repair.

- **Digital Media Creation**
  - Collaborate with the Pastoral team to produce and edit video and sound for internal and external communication plans, including website and social media.
  - Collaborate with the Pastoral team and Worship committee team to produce and edit video and sound for weekly worship services and as needed.

- **Live Stream Support**
  - Develop and implement a vision for livestream in partnership with the Pastoral team and Worship committee.

- This role involves working with the pastors, members of the Worship Committee, and Building & Grounds team.

**COVID-19 Considerations:**
Most staff working remotely. Masking, distancing, and sanitizing required onsite.