

BONHOMME PRESBYTERIAN CHURCH

POSITION DESCRIPTION

Coordinator, Technical Services

Ministry Area: Administration

Direct Reports:
None

Status: Exempt

Position Description:

In coordination with the worship staff, communications specialist, and facilities manager supervises and/or coordinates media support for all worship services, weddings, funerals, musical productions, classroom and ministry presentations and consults with other ministry areas of media support for scheduled events.

Duties and Responsibilities:

- Supervise the day-to-day operations of all audio, visual media equipment, and stage lighting equipment.
- Manage assigned media support systems for worship services and other major or complex events, including sound reinforcement, lighting, power point and video production.
- Recruit, train, schedule and evaluate technical volunteers. This would include cross-training the worship leaders and others.
- Capture and produce church-wide videos for announcements, events, and testimonies.
- Capture photography of designated Bonhomme events.
- Service, maintain, set up and secure media equipment including carts and laptops.
- Identify and recommend replacement and supplementary equipment.
- Perform routine maintenance and troubleshoot any user issues on the network. Work in conjunction with Bonhomme's Computer Consultant to resolve any issues.
- Maintain all staff computers and printers connected to the network.

Requirements:

Strong faith in Jesus Christ

Positive, solution-oriented, can-do attitude

Experience in live sound mixing

Excellent problem-solving skills related to computers and a/v equipment

Strong planning and interpersonal skills

Video capture and editing experience with Adobe Premier Pro and Final Cut

Experience with Pro Presenter software

Experience with Photoshop

Experience in stage lighting and design

Nice to have:

College degree or work equivalent in media systems