

Worship Media Coordinator

Canonsburg United Presbyterian Church
Canonsburg, PA

Job Description:

Part-time Worship Media Coordinator

Canonsburg United Presbyterian Church is seeking to hire a highly motivated and dedicated professional to serve as a Part-time Worship Media Coordinator. The ideal candidate for this position must demonstrate a high energy level, understand the vital importance of commitment to excellence, and possess a high regard for the Church's Mission Statement: To spread the good news of Jesus Christ to our members, our community, and the world over with care, compassion and Christian love to all we meet.

The candidate must have at least two years of business experience in sound technology, audio engineering, or information technology (IT); preferably, a degree in a related discipline is desired. The candidate should be skilled and experienced in technical areas of live sound and Windows based software application experience (power point, windows media player). The candidate must have knowledge for operating sound boards and setting up equipment to achieve a pleasing and balanced musical sound. The candidate must have the ability to understand technical concepts and be able to train nontechnical people. The candidate must be able to handle multiple assignments with changing priorities, while meeting deadlines. The ideal candidate must be able to adapt to a flexible work schedule, including weekends and holidays. The candidate must be capable of lifting a minimum of 30 lbs and able to work on high levels. Federal and State background checks will be required.

- The Worship Media Coordinator responsibilities are:
 - set up equipment and improve sound to support music and speech for the worship ministries of CUPC, thereby enhancing the total worship experience;
 - primarily provide sound and video support for Sunday and holiday worship services, (approximately five (5) hours of work each Sunday) plus dress rehearsals for special services throughout the year;
 - prepare and test all sound equipment in advance of each service;
 - establish priorities, exercise good judgment, meet deadlines, and ensure issues are resolved in a timely manner;
 - possess an ability to function collaboratively;
 - assist volunteers in administering both the sound board and visual/projection equipment;
 - schedule self and volunteer media technicians to ensure there is proper training and coverage for all required functions;
 - provide support or find alternate for short-notice needs such as funerals and will have the optional duty of sound and media for weddings or special occasions;
 - media slideshows during worship services;

- carefully securing all sound equipment at the end of each service or event;
- work closely with the leaders of the music ministry to ensure a high level of support is provided in identifying the best possible sound maximizing potential equipment use;
- ensure that solid test plans are prepared and that thorough application testing is conducted;
- Responsible for lighting.

Requirements:

1. Oversee operational activities of sound equipment.
2. Review and interpret potential problems before they arise.
3. Report any defective or damaged equipment to management.
4. Analyze project schedules to proactively address potential problems.
5. Communicate all issues to management as required.
6. Manage risk and establish action plans in a timely fashion.

Interested candidates must submit a resume/CV to be considered. Must have a valid driver's license.

Position Information:

Job Title:	Worship Media Coordinator
Time Type:	Part Time
Job Category:	Technology/Media
Salary:	Up to \$20.00 per hour based on experience & training
Organization Type:	Church
Denomination:	United Presbyterian
Worship Style:	Traditional
Church Size:	450

Contact Information:

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