

PWCC Job Description

Media Technology Lead

To apply:

- a. Submit resume with at least three references to medtech@palmwestchurch.org.
- b. Indicate if interested in full-time or part-time music position for traditional and contemporary services or full time with part time media technology position with experience and references for each.

Classification: Exempt, part time, salaried. Note: Position can be full-time with benefits if candidate is willing and able to carry out a secondary area of ministry (Contemporary Worship Leader and/or Media Technology Lead). See Minister of Music and Media Job Description for details.

Salary Range: \$1000 - \$1500 monthly

Reports to: Senior Pastor

Date: August 15, 2021

Work Schedule: Weekly (varying schedule of 15-20 hours per week, depending on weekly needs)

Job Objective:

The Media Technology Lead operates, maintains, produces, and troubleshoots audio-visual equipment and computer/ software needs within the church, including database management, data storage, software, audio/visual, webpage, and graphics.

Primary Responsibilities:

- a. Reports to the Senior Pastor, leading in the organization and planning of media technology and computer software needs
- b. Manages church needs for computers, database, data storage, software, audio/visual ministry, webpage and graphics. Must be accessible for 3 hours on a Sunday morning for preparation, the worship service, and storing equipment and securing the building.
- c. Recruits, manages, and delegates appropriate responsibilities to volunteers (e.g. Camera operators, sound board, CD duplication).
- d. Creates graphics for outdoor signage, video streams, Sunday announcements, and sermon logos.
- e. Creates "life in pictures" for funerals, memorials. Including scanning photos and editing into a presentation format.
- f. Maintains and upgrades tech related subscriptions such as CCLI, CVLI, Church Streaming, GoDaddy, etc.
- g. Submits a budget to the Senior Pastor each year with items needed to sustain and improve the church media and technology.
- h. Communicates proactively to the Senior Pastor if nonbudgeted needs arise.
- i. Promptly responds to communication (emails, text, and phone calls).

Character Expectations:

- a. Models the pursuit of godliness and seeks to motivate others to do likewise. Candidate shall provide a written "Theology of Worship" statement (outlining personal understanding/convictions pertaining to worship)
- b. Is teachable and displays humility.
- c. Practices good and transparent communication with the Senior Pastor and all others under their leadership.
- d. PWCC membership (regular or associate) following appropriate time frame.

Competencies

- a. Proficient in media related software such as PowerPoint and Media Shout and possesses practical usage of YouTube, Google, WordPress, Office 365, and church database program; with 2-5 years' experience.
- b. Possesses some skill and experience in audio/visual and lighting.
- c. Coordinates song media preparation with Worship Leader(s).

Annual Evaluation:

a. Agrees to an annual evaluation led by the Senior Pastor and is willing to address and if necessary, make changes according to the recommendations based on that evaluation.

Benefits:

- a. Works a total of 15-20 hours per week and is permitted to work offsite to do preparation and planning.
- b. Receives professional allowance, including reimbursement for work related expenses.
- c. Paid vacation of a maximum of 2 weeks after service requirements met and prorated based on hours worked, with the expectation that the responsibilities of ministry is covered during time off.

Termination:

- a. The church is an at-will employer. An employee's job may be terminated at any time due to character issues and also for any other reason. The employee may choose to leave the job at any time. (It is encouraged to give at least a two-week's notice prior to leaving the position).
- b. The Senior Pastor is authorized to terminate employee associates with unresolved job performance issues after failure from coaching and corrective action in accordance with the Employee Handbook.

Employee Signature

Date