

POSITION DESCRIPTION – TECHNOLOGY & PRODUCTION SPECIALIST

Southbrook Church is located in Franklin, Wisconsin. Our mission is to help people connect and grow with God. Our core values are to grow spiritually, serve graciously, and live generously. We are looking for a man or woman to join our staff team as our Technology and Production Specialist. We presently have two worship services on Sunday morning and a Thursday night rehearsal.

This is a part-time position (up to 20 hours per week) that reports directly to our Worship Pastor/Director. This person may also spend significant time with our Lead Pastor on content, video production, planning, etc.

The person who fills this position will be:

- Growing in their Christian faith and character,
- Willing to serve within the doctrinal commitments of the Church,
- Committed to the mission and values of the Church.

OVERALL DESCRIPTION:

The Technology and Production Specialist coordinates and directs the production technology of our worship services including audio, video, and lighting technology. This person will also oversee our live streaming technology, and production technology in our Kids Ministry and auxiliary chapel (Dome). Working well with volunteers is critical as the person in this role will oversee a base of more than 20 volunteers. Sundays and Thursday nights are generally required.

SPECIFIC RESPONSIBILITIES:

- Be the expert, and go-to person, for all technical Audio, Video & Lighting (AVL) equipment and set-up.
- Provide leadership and oversight for all worship service technical support including live streaming, recording, Pro-Presenter, audio, and lighting.
- Operate and maintain all equipment.
- Recruit, train, encourage, and develop teams of volunteers with specific focus on team leads.
- Establish and maintain processes for use of worship related equipment and computers.
- Manage schedules of volunteers and ensure we have adequate coverage for each service.
- Work with Worship Pastor/Director to understand and plan for each program/service detail.
- Manage the production room on Sunday mornings.
- Ensure all TV's are turned on and operational with the correct content received from Communications Director.
- Edit videos, add B-roll and music, as needed for weekend services.
- Manage video and technical maintenance upgrades. Update software and hardware as required.
- Shoot short videos for use in worship services and/or social media. Consistently improve video and streaming innovation.
- Other technology and production responsibilities as assigned.

GENERAL:

- Experience required in a related area. Associates degree and above preferred.
- Participate, as available, in weekly staff meetings and occasional offsite retreats.
- Serve as part of Southbrook staff team.
- Develop a plan for continuing education and professional development.
- Proficient skills in computer hardware and software including Microsoft Suite.
- General understanding of production related technology and systems.

- Strong work ethic, able to work a flexible schedule.
- Takes initiative and is driven by excellence and creativity.
- Ability to teach and train with patience and clear direction.
- Ability to mobilize and multitask.
- Must be a teachable self-starter.