

Parkview Congregational Church



United Church of Christ

12444 Parkview Drive
Aurora, Colorado 80011
303-366-5224
www.parkviewucc.org

worship technical arts job description

Position: Worship Production Coordinator
Reports to: Pastor
Scope: part-time, 6-10 hours/week
Compensation: \$20 per hour

Parkview Church seeks a production coordinator to evaluate and enhance our online presence and produce our worship on Sundays and special occasions.

A. Editor (for pre-recorded services)

- receive audio, video and still photo files from a variety of sources uploaded to a shared drive
- add text overlay where needed
- create announcement slides to run on a loop pre-worship, and credits to run after worship.
- splice into a unified whole, with attention to audio balance and smooth transitions.
- push to Facebook as a live premier and YouTube to be available each Sunday 10 am.

This requires working Saturdays. Work from home is acceptable except Sundays; we'll accommodate your preferred editing software.

B. Producer (for live/hybrid services)

- be present in person for live broadcasts Sundays and special occasions (Christmas Eve, for example).
- use chosen platform/studio management system to manage multiple cameras, as well as patch in pre-recorded or live segments from other sources.
- push live to Facebook, YouTube and Zoom.
- embed live link to congregation website.

This requires 3-6 hours prep on Friday/Saturday, preparing credits, lyrics, announcement slides and music overlay; and managing on-site at church location Sundays 9-12, inside the facility, preparing hardware and software, ensuring a trouble free worship experience. Events in the building generally also involve 3-4 worship leaders and a congregation of 25-40.

For either:

- Evaluate our current hardware and software, make recommendations, then execute changes in consultation with the pastor.
- Work on a Parkview-issued device, from a Parkview gmail account in a shared drive. Parkview files are proprietary and should not be downloaded to any other device.
- Coordinate with congregation volunteers trained in IT; train others as desired.

COVID/HEALTH PROTOCOLS:

Parkview Church works to keep everyone safe at all times. COVID/health safety protocols are determined by our team of medical professionals and may change as circumstances change.

- Must present proof of COVID vaccination, including ongoing booster shots.
- Must present evidence of flu vaccine and negative tuberculosis test.
- Must be willing to follow church protocols as they adapt. This may include mandatory masking in some circumstances.

This staff member is governed by the by-laws and personnel policies of Parkview Church and is responsible for the performance of the job description shown above. This is an "at will" position. Compensation is set by the congregation's Personnel Committee and is payable on regular payroll dates twice each month, based on a timesheet of logged hours.

adopted 12/7/2022