

Coordinator of Media

English Lutheran Church
1509 King Street
La Crosse, WI 54601

POSITION DESCRIPTION

Position Summary:

- The Coordinator of Media is the person most responsible for video and audio services at English Lutheran.

Responsibilities:

- Being present in the booth for all Sunday church services and occasional non-Sunday services and events, ensuring that any live streaming is executed seamlessly (church uses Vimeo for worship)
- Administer all streaming platforms (YouTube and others)
- Recruiting, training, and overseeing media team volunteers who help with video, slides, and audio for services
- Oversee worship media; coordinate worship slides with office
- Maintaining audio and video equipment in the Sanctuary and Fellowship Hall and all mobile audio and video equipment including mixers, cameras, and screens
- Providing media support to office, pastors, church committees as needed
- Set up temporary sound and video equipment in advance of every church event, on or off site
- Download service recordings to Ministry Council iPads; upload services to internet
- Schedule and meet outside audio and video contractors as needed
- Attend monthly evening Worship Council meetings, and staff and other meetings as requested

Accountability:

- This person is accountable to the Director of Worship and Music, and works in a spirit of cooperation with other members of the staff and members of the congregation.
- Periodic reviews will be established. The Personnel Committee will review compensation annually.

Qualifications:

- Dependable, responsible, and self-motivated
- Knowledge of Vimeo and other streaming platforms essential
- Basic skills and experience with computers and sound and video equipment
- Organizational and planning skills, and an ability to recruit volunteers as needed
- Good knowledge of basic electrical functions such as wiring, cords, etc.
- Organizational skills and ability to work independently essential
- Video production and editing skills helpful

Compensation and Hours:

- \$15-\$17/hour based on skills and experience
- Up to 20 hours per week
- Hours adjusted to fit the most populated times the church is in use, which includes weddings, funerals, and special events