



The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor
as Jesus did: welcoming all, serving humbly, teaching
compassion, and making no peace with injustice.

Position Description

Job Title: Media Technician

Position Reports to: Rector

Short hour (hourly), non-exempt, year-round

Summary

The Media Technician works with the rector, staff, and volunteers to develop, schedule, and implement all aspects of audiovisual technology required to facilitate effective ministry at St. John's, both online and in person, including digital editing and production.

Essential Duties and Responsibilities:

- Provide technical support for Sunday worship services:
 - Ensure that audio visual equipment is ready and working before the service for both in-person and for online broadcast.
 - Adjust lighting before service
 - Manage livestream to various platforms (Zoom, YouTube, Facebook) during services
 - Ensure camera(s) track the central action of the moment (i.e., readings, choir singing, serving communion, etc.)
 - Monitor chat boxes on Zoom and YouTube and communicate with online participants as needed. Share any chat box content pertinent to the worship service (i.e., prayer requests) with the priest leading the service.
 - Troubleshoot problems with the broadcast or live stream during the service.
 - Take attendance of online participants and enter into Realm (church database software)
 - Ensure that recordings of 10:30 service videos are accessible after the fact on YouTube.

- Update and maintain production technologies:
 - Maintain video and sound equipment and live streaming hardware and software to insure readiness and proper functioning of equipment.
 - Advise on future purchases.
 - In conjunction with the Rector, Vestry Administration Team, and Sexton, coordinate with vendors, work on or oversee the installment of equipment and schedule tests of the system.
 - Keep reliable records for purchases, repairs, and licensing.
 - Other related duties as assigned.

Job Requirements:

- Knowledge of video production, live streaming, sound and lighting, or a willingness and ability to quickly learn these skills
- Strong communication and interpersonal skills



The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor
as Jesus did: welcoming all, serving humbly, teaching
compassion, and making no peace with injustice.

Physical Demands

Walks, sits, stands, bends, lifts, and moves continually during working hours. May occasionally need to lift items weighing over 25 pounds.

Hours of Work & Leave

The Media Technician is a part-time, hourly position (\$20/hr) with a guarantee of 5 hours per week, on Sundays from 7:30 a.m.-12:30 p.m. Occasional parish events may require work outside of that time frame, with advance notice. In addition to Sundays, the position requires work on all major Christian holidays (particularly Christmas and Easter), and occasional evenings. Time away must be approved by the Rector; requests should be submitted in writing using a [Time Off Request Form](#).

To apply, send Letter of Interest and Resume to Mtr. Tracy Wells Miller, Rector, at rector@st-john-aptos.org by July 1. Interviews will be held the week of July 3-9, with a start date of July 10.