



St. John's Episcopal Church

WORSHIP PRODUCTION ASSISTANT Position Description

The Worship Production Assistant is responsible for live streaming the parish's Sunday morning worship service and assisting with the streaming of other live digital events (funerals, weddings), occasional faith formation offerings, and special video projects. This is a three-hour per week position that reports to the Parish Administrator.

DUTIES & RESPONSIBILITIES:

- Arrive at 9:30 a.m. on Sundays to prepare technology and do microphone checks with the musicians and speakers in the church before the start of the weekly live stream (*Note: start time may adjust in late 2023/early 2024*)
- Clip and post weekly sermon to YouTube.
- Responsible for shutting down and safely storing equipment.
- Attend monthly staff meeting for check-in and updates.

WORK & LEAVE:

The Worship Production Assistant will communicate any planned absences. It is expected that the individual in this position will be on time and dress appropriately for responsibilities and be polite and courteous to volunteers who might need training in this area.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ideal applicant should have a comfort level with remote camera operation/video switching, as well as a fundamental understanding of streaming services and how they are used, and basic principles of audio monitoring and mixing. The church has four permanently mounted high-definition cameras that are switched using a Blackmagic ATEM video switcher. The video output feeds both overflow viewing area monitors nearby and is fed into a livestreaming encoder (Teradek hardware). The stream may be delivered to a combination of content providers (YouTube, Facebook, Vimeo) based on the circumstance. The Worship Production Assistant will be:

- responsible for testing microphone levels, both wired/wireless, prior to the service
- able to adjust individual volume levels through a digital mixer during live service.
- capable of operating remote cameras using joystick controls.
- feel comfortable operating a digital switcher for four cameras during live service.
- able to insert pre-made graphics/alternate video sources during the service.
- knowledgeable about troubleshooting streams and saving files for later viewing.

COMPENSATION & TENURE:

\$15/hour. The Worship Production Assistant will meet periodically for a mutual review.

HOW TO APPLY:

Submit resume/cover letter to Mark Ascani, Parish Administrator (mark@saint-john.org).