

**Shepherd of the Hills United Methodist Church
920 W. Tonaquint Drive, St George, Utah 84770**

JOB DESCRIPTION - Media Operator

Status	Part-Time, 2.5 to 4.25 hours per week.
Schedule	Sundays 8am-10:15, 10:30-12:15
Benefits	None.
Supervision	Works under the direction of the Media Director, his/her designee, and SPRC Non-supervisory position.
Training	On the job training is provided. Duties to increase as Operator becomes familiar with equipment, and shows interest to learn all aspects.

Position Overview

Media Operator would be responsible for learning aspects of media booth; slides, camera, and audio. Operator would also be responsible to start and maintain livestream of service on Sunday mornings. Assist with stage set-up with microphones as needed.

Basic Functions and Duties

1. Learn all aspects of Media Booth: Live-streaming, Audio, Camera Control and Slide Presentation.
2. Assist in stage set up as needed for sound and presentation.
3. Start, troubleshoot, and maintain livestream of services on Sunday mornings.
4. Work with volunteers assisting in Media Booth during Sunday services.
5. Run media for special church services when needed and available. (Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve, Funerals, etc. as assigned by Pastor)
6. Training will be provided for ProPresenter and Audio Equipment if interested.
7. Other duties as assigned.

Minimum Qualifications

Education: High School student in good standing, age 15 and over.

Language: Must speak, read and write English well.

Experience: Computer, Audio or Technical background helpful.

License /Transportation: Possess a valid driver license, and/or have available a reliable means of transportation.

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Knowledge, Skills and Abilities

Knowledge of:

1. Familiar with basic computer operation.
2. Candidate will be willing to help celebrate our values and expression of life in our community.

Skills in:

1. Verbal and interpersonal communication.
2. Have an open, friendly, helpful personality.
3. Willingness to serve.

Ability to:

1. Learn to run Presentation slides, Camera control, and start livestream.
2. Interest in learning Audio Control board, ProPresenter Program (ProPresenter is a presentation & production application for live events.), microphone usage and placement.
3. Be flexible and think on the fly.
4. Display an appropriate attitude and appearance.
5. Establish and maintain effective working relations with Media Booth volunteers, church staff, members and the public.
6. Meet deadlines.
7. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
8. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.

Working Conditions

Work is performed primarily in an indoor environment. The position may include stooping, crouching, bending, etc. Medium physical strength is required for occasionally lifting. Usage of alcohol, drugs, tobacco/vaping, sexually suggestive language or actions is strictly forbidden during activities and would be grounds for immediate termination.

Equal Opportunity Employer

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, lay off, termination and compensation. This policy applies to all terms, conditions and privileges of employment.