

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

JOB DESCRIPTION - Media Production Specialist

Status	Part-Time, 15 - 20 hours per week.
Schedule	Sundays 7am-12 noon, Tuesdays 5pm-7pm, 8-10 hours at own schedule.
Benefits	None.
Supervision	Works under the direction of the Pastor(s), his/her designee, and SPRC Non-supervisory position.
Orientation & Evaluation	The orientation period is three (3) months, after which the position will receive a review and evaluation, followed by periodic evaluations.

Position Overview

Media Specialist would be responsible for building weekly production program, set and control audio, as well as start and maintain livestream of service on Sunday mornings. Assist with stage setup with microphones as needed. Maintain, update and troubleshoot system as needed.

Basic Functions and Duties

1. Build weekly worship service in ProPresenter in timely manner to be ready for Sunday 9am worship. This may be done on site or in your home. (ProPresenter is a presentation & production application for live events.)
2. Learn all aspects of Media Booth: Livestreaming, Audio, Camera Control and Slide Presentation.
3. Insert announcements in ProPresenter as needed.
4. Assist in stage set up as needed for sound and presentation.
5. Start, troubleshoot, and maintain livestream of services on Sunday mornings.
6. Control audio mixing system Tuesday evenings as well as Sunday services.
7. Work with volunteers assisting in Media Booth during Sunday services.
8. Maintain computer equipment, cameras, and troubleshoot when necessary.
9. Prepare and run media for special church services when needed. (Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve, Funerals, etc. as assigned by Pastor)
10. Other duties as assigned.

Minimum Qualifications

Education: High School diploma or equivalent required.

Language: Must speak, read and write English well.

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Experience: Computer, Audio or Technical background preferred. Training will be provided for ProPresenter and Audio Equipment.

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

Background Check: Pass a background check and complete Safe Sanctuary course.

Knowledge, Skills and Abilities

Knowledge of:

1. Windows Operating System, maintenance and troubleshooting.
2. Candidate will be willing to help celebrate our values and expression of life in our community.

Skills in:

3. Familiar with interface technology and networking.
4. Time management and organization.
5. Verbal and interpersonal communication.
6. Have an open, friendly, helpful personality.

Ability to:

1. Learn Audio Control board, ProPresenter Program, microphone usage and placement.
2. Learn Streaming and Remote camera usage.
3. Be flexible and think on the fly.
4. Exhibit a Christian life-model and maintain a Christian atmosphere in all activities.
5. Display an appropriate attitude and appearance.
6. Establish and maintain effective working relations with Media Booth volunteers, church staff, members and the public.
7. Meet deadlines.
8. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
9. 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.