

First United Methodist Church – Cleveland, TN

Job Title: Sound & Media Technician

Reports To: Worship & Music Director

Work Hours: Part-Time Non-Exempt Position, 5 hours/week - \$14/hour

Job Summary:

The Sound & Media Technician is responsible for the audio and video systems during worship services and special events at First United Methodist Church including, but not limited to, live streaming services, operating slides for worship, operating camera, and running sound board.

Responsibilities: Pre-Service

- Set up stage for musicians and install all equipment needed for church services and events
- Set up and operate sound equipment.
- Perform proper line & sound checks.
- Test and resolve equipment issues; diagnose and correct media system problems.
- Check with worship leader and pastor for schedule and any schedule changes.

Responsibilities: During Service

- Adjust sound levels during service as needed.
- Record and broadcast the live stream.
- Follow stage and schedule cues.
- Provide a distraction-free service as it relates to sound and media production.
- Operate slides and camera movements.

Responsibilities: Post Service

- Communicate with Worship Director to find out if issues existed during service.
- Note any broken/faulty equipment and take it out of service if possible.
- Clean audio and video equipment and store properly.
- Secure equipment in the sanctuary.
- Ensure the safe transfer of equipment.
- Maintain inventory of equipment. (Required yearly)
- Work with the Director of Worship to recruit and train qualified volunteers.

Qualifications and Skills

- Two or more years of experience in audio visual operations
- Ability to work effectively with other employees and church members and respect confidentiality
- Ability to troubleshoot and make basic field repairs as required on equipment
- Ability to multi-task and prioritize requests and demands
- Excellent analytical skills, interpersonal skills and teamwork skills, as well as the ability to communicate effectively both orally and in writing
- Ability to lift up to 25 lbs

Position evaluated annually by Worship Director.