

## **Media coordinator** – approximately 15 hours per week (hours may vary)

**Basic Purpose:** To ensure that our worship service has an online presence each week, and to coordinate any additional online needs

**Reports to:** Music and Worship committee

### **You will need the following strengths, gifts and skills:**

- Good communication, teamwork and leadership skills
- The ability to train others so there is a small team in place that can support this position on a Sunday morning.
- Self-discipline and the ability to troubleshoot
- Our media and online presence should reflect St. Paul's passion and heart for God, His Son Jesus, the Holy Spirit and His people.

### **Duties:**

- Work with worship team and pastor, and/or guest pastor, throughout week (via email, zoom, phone or in person), to plan service and execute it well online
- Meet with Music and Worship committee to plan online ministry vision needs
- Recording and streaming weekly service each Sunday and attend weekly evening practice
- Stream to YouTube: Oversee lighting, lyrics, stream comments, cameras, web and fb integration
- Video creation: Background videos during service; online announcement videos; group videos
- Manage sending service to Eastlink weekly
- Manage Website (wordpress); Facebook account; In the Loop (weekly newsletter)
- Other duties as required

### **Equipment used:**

- Understand and operate the following: **Black Magic atem mini pro switcher, streamer, HuddleCam joystick controller, 2 Aida PTZ cameras and an Apple Mac mini computer**

This position can be combined with the office position if requested.

Please send resumes by May 15<sup>th</sup> to [ministryandpersonnel@stpaulsunitedchurch.ca](mailto:ministryandpersonnel@stpaulsunitedchurch.ca)