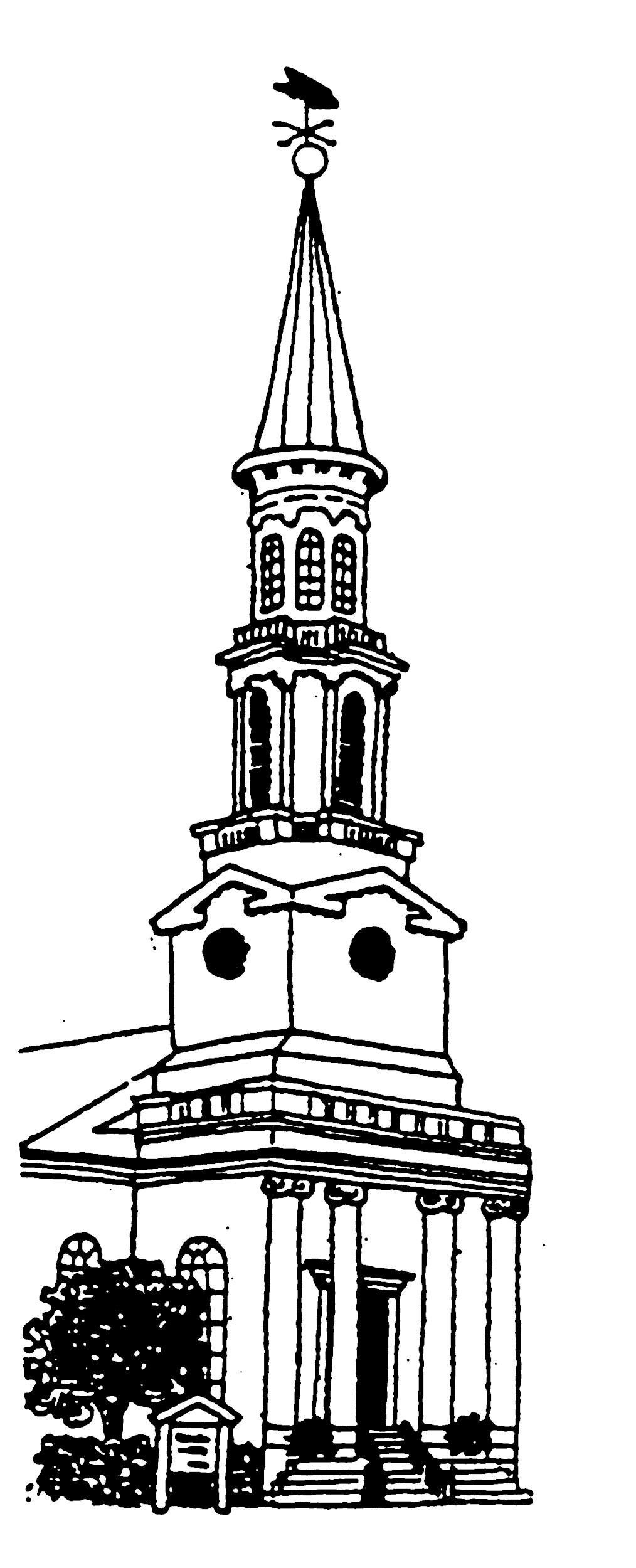
**First Parish in Lexington  
7 Harrington Road  
Lexington, MA 02421**

Position : Worship Tech Manager

Main Contact : Senior Minister

Status : Independent Contractor

Rate : $20/hr, with a minimum of 5 hours per week   
 (inclusive of Sunday morning)

Starting date : September 19, 2021

**Purpose:**

The Worship Tech Manager will be the primary Zoom host during on-line Sunday worship services, and will help with all Audio-Visual tech as needed. Hours are from 8:30 am - noon on Sunday, with other hours as availability allows.

**Responsibilities:**

* Run sound board and camera for multi-platform worship services
* Manage Zoom hosting of Sunday services, including sharing of video, audio, and slide deck. Spotlight speakers as needed. Provide smooth transitions between worship segments.
* Work with other staff and volunteers, to include but not limited to: Minister, Director of Music, Director of Religious Education and Family Ministry, Worship Associates, Video Creators, Chat Chaplain, Membership Committee
* During services, manage muting and room security, including admitting people from waiting room
* Livestream Zoom worship direct to the church’s YouTube and Facebook channels through a restreaming platform
* Stay updated to changes in features/functionality on Zoom and communicate these changes to staff team
* Create breakout rooms after worship, composed as requested by Members and Friends Team
* Edit videos other than worship and upload to church’s YouTube Channel, as requested (i.e. a recorded adult education workshop, cleaned up at the ends)
* Archive backups of content in a cloud server

**Requirements:**

* Possess reasonably up-to-date Windows or Macintosh system with Webcam and microphone
* Ability to play video and audio files
* Reliable and good network access
* Consistent availability from 8:30 AM to 12:00 PM (EST) every Sunday morning
* Extended Sunday availability to 12:30 as requested for special meetings/events
* Available for 1-3 hours of “prep time” on weekdays to work with worship leaders to understand media needed for each service
* **Knowledge of**:
  + Zoom Hosting
  + Google Drive/Docs/Sheets/Presentations
  + YouTube and Facebook
  + Video playback
  + Audio playback
  + Basic video editing (although advanced video editing a plus)
  + Support the worship goals of Ministry Staff
* Basic familiarity with digital audio/video equipment and/or a willingness to learn
* Our equipment consists of a Presonus Studiolive 24.4.2 digital mixer
* Canon XA20 video camera
* Denon digital audio recorder
* Mac mini
* Wireless and wired microphones
* Pan, tilt, zoom mount for camera

**Education & Experience:**

* High school diploma or GED equivalent
* Experience using the technology required

**How to Apply:**

Send your resume and cover letter to [Admin@FPLex.org](mailto:Admin@FPLex.org).