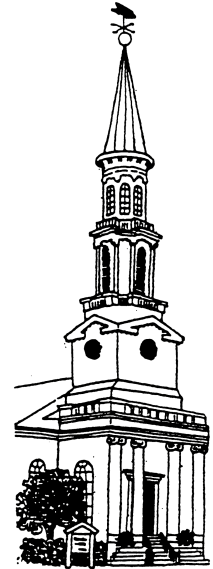


**First Parish in Lexington
7 Harrington Road
Lexington, MA 02421**



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.