

New Life Fellowship Technical Coordinator Job Description

I. Identification

- A. Job title: Technical Coordinator
- B. 1st level of Accountability: Pastor of Worship (Cate Song)

II. Qualifications

- A. Understands the vision and mission of NLF
- B. Proven experience in sound engineering, live video production, ProPresenter (projection), and lighting systems
- C. Ability to recruit, train and manage volunteers in video, projection, lighting (as well as audio in absence of Sound Engineer)
- D. Strong managerial skills, adept troubleshooter, detail-oriented, holds a value of excellence
- E. Experienced with Mac and PC systems (Mac preferred)

III. Job Summary

Serve as the team leader to execute high quality audio and visual aspects of Sunday services and other NLF events. Recruit, train and manage volunteers to provide consistent A/V experience from week to week. Work in coordination with ministry leaders, Sunday programming team, and media team throughout the week.

IV. Responsibilities

AUDIO - train and oversee sound volunteers to achieve high quality sound during Sunday Services for Front-of-House (FOH) and live stream broadcasts, keeping the following guidelines in mind:

- A. Mix with good balance and loudness between band/singers, individual speakers, and sound from videos and music playback
- B. Actively troubleshoot audio issues and provide support for Sunday team on stage
- C. Follow the direction of the Worship Leader: who is leading vocally, intros to songs, featured solos/instruments, arrangements unique to a song
- D. Pay attention to and provide smooth transitions during service: worship, prayer, welcome, start and stop of videos, offering/special song, teaching, response song, closing
- E. Mix individual services according to the energy and number of people in the room, maintaining volume levels in the room as established by Worship Pastor and Lead Pastor
- F. Provide audio support for events outside of Sunday services as requested

VISUAL

VIDEO/CAMERA: Oversee volunteer team to operate video cameras, video switching, and record Sunday services and other special events

- A. Set up and maintain video cameras and related equipment
- B. Oversee/direct cameras from video switcher role
- C. Operate video cameras with skill and dynamism, capturing the relevant people and moments throughout the entire service
- D. Capture video recording of each service's sermon. Include a full video recording from beginning to end of the live-streamed service.
- E. Coordinate with Media Team about file transfer and archive of video recordings

COMPUTER/PROJECTION: Set up ProPresenter and oversee volunteer team

- A. Maintain computers in the sanctuary (projection, video switcher station, live stream)
- B. Maintain ProPresenter, update software as needed
- C. Prepare ProPresenter playlists and files for Sunday Services and other events
- D. Apply and update background images/motion graphics for song lyrics seasonally
- E. Responsible for troubleshooting video and projection computers and related software as needed
- F. Review/Edit presentation files for Sunday services
- G. Coordinate graphics for Sundays/events with communications coordinator
- H. Maintain projectors, TV screens, speakers in sanctuary and overflow areas

LIGHTING - Operate house and stage lighting

- A. Maintain house light levels as appropriate for each part of Sunday service
- B. Understand operation of ColorSource and DMX lighting system
- C. Create and execute lighting cues for on stage lighting of worship band and speakers

LIVE STREAM - Oversee weekly live stream of Sunday 11AM service

- A. Manage integration of AV system with Boxcast (live stream platform) and Boxcaster device
- B. Manage Boxcast broadcast details and destinations
- C. Actively monitor live stream audio and video quality as it pertains to established standards of excellence. Respond to live stream inquiries / issues during 2nd service.
- D. Train volunteers to understand basic troubleshooting techniques for monitoring stream health and backup contingencies (Wirecast)
- E. Research for continual improvement of live streaming services

OTHER GENERAL

- A. Manage and schedule a team of volunteers for Sundays and other events using Planning Center Online, follow up with team members, maintain ongoing working relationship
- B. Attend worship team rehearsals on Thursday nights from 6:30-9:30pm. Help with sound check and prepare media for Sundays. Train volunteers.
- C. Respond to requests for AV support for ministry events. Schedule and coordinate paid personnel or volunteers.
- D. Regularly maintain, organize, update, and troubleshoot: sound console, overflow room systems, Aviom system, microphones, video equipment, video recording/editing software, cables, projectors - providing upgrades and repairs as necessary
- E. Work on special projects as requested by Worship Pastor or other ministry leaders (video filming/editing, AV setup for events, cleaning/organizing backstage, etc.)
- F. Maintain current inventory listing of all major AV equipment
- G. Assist Worship Pastor with budgeting for AV needs
- H. Maintain and archive Sunday media files and troubleshoot issues on our media/storage outlets (i.e. NAS)

COMPENSATION: \$23-25/hr part-time to start, \$62,000-\$65,000/year full-time

Weekly Time Commitment	~40 hrs/wk
AV for Sunday Services (7:30am-12:30pm)	5
Worship Team Rehearsals (Thurs 6:30-9:30pm)	3
A/V Support for Events (weeknights/weekends)	5
Maintaining/Updating A/V equipment	5
Coordination with Media Team & other ministries	5
Video editing/uploading	3
Volunteer Recruitment/Training/Scheduling	5
ProPresenter/Presentation Files Prep	2
Live Stream Maintenance	1
Other Special Projects, meetings, etc.	6