

Position: Technical Producer

Hours/week: Part-time – 10 hours per week

Salary: \$10,000 per year

Work hours: Two worship services (Sunday morning, Tuesday night), special events and rehearsals

Classification: Non-exempt

Supervisor: Director of Music

Sterling United Methodist Church is a community of faith where individuals and families of various ages, outlooks, and backgrounds join to worship and serve Christ in the world. The congregation is approximately 35 miles west of Washington, DC and is considered part of the Northern Virginia region. Visit our website at www.sterlingumc.org

Summary

The primary purpose of the Technical Producer is to direct and maintain the highest quality of live production for two weekly worship services and other special events. The Technical producer is expected to know live audio mixing and understand video projection. Knowledge of lighting boards, switchers, cameras and live streaming software is beneficial but not required. The Producer must be able to work with a team and assist others in performing their duties.

Essential Job Functions

- Set up and install equipment such as microphones, sound speakers, video cameras, projectors, monitors, recording equipment, wires and cables, sound and mixing boards and lighting for weekly events. Mix sound inputs and feeds.
- Work with volunteers to ensure proper performance of both live and streamed audio and video.
- Keep accurate control over inventory. Clean audio and video equipment and store all equipment properly. This position also must assist with set up and break down of all events.
- Monitor equipment and user operation. Label broken equipment and communicate issues to Director of Music. Perform preventive maintenance on equipment.
- Attend meetings as needed for planning, coordinating, and implementing events.



- Ensure safe storage of data.
- Perform other duties as assigned.
- Major Accountabilities
- Maintain the highest quality of live production during worship services and other special events.
- Develop a pool of volunteers to cover absences as needed.
- Maintain and secure inventory in a proper manner.
- Personal Qualifications
- Avowed and demonstrated Christian faith.
- Exemplify Sterling United Methodist Church's values and uphold the staff covenant.
- Understand and be willing and able to champion the church's purpose and vision, and the theology and traditions of the United Methodist Church.
- Excellent interpersonal skills.
- Maturity of judgment and emotions.
- Dependable, punctual, well organized, and non-temperamental.
- Ability to work as part of a team with minimal supervision and interact with congregation and staff.

Professional Requirements

- Two years of experience in Live Event Production, Theatre Stagecraft, A/V Installation or related field (Audio Mixing, Technical Direction, Lighting Systems, Video Systems)
- Successful production experience with thorough knowledge of and developed skill in troubleshooting, maintaining, and working with A/V systems.
- Experience working with digital audio consoles, video systems, projection systems and/or theatre lighting systems is an advantage.
- Knowledge of and experience with a wide variety of A/V related software a plus (power point, Pro Presenter, Adobe suite) and Media Production (Proclaim).
- Ability to adapt to changes in technology.

Please apply online at: jobs@sterlingumc.org and list "Technical Producer" in the subject line.

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