



## Video Technician

**CLASSIFICATION: Nonexempt**  
**REPORTS TO: Associate Minister**  
**DATE: 9/28/21**

**SUMMARY/OBJECTIVE** – The purpose of the Video Technician is to provide the necessary practical and technical support to prepare and broadcast the Sunday service of celebration. The person in this position will prepare the final video recording of the Sunday service each week for broadcast on the Church’s YouTube channel. The need for this position will be re-evaluated periodically.

### ESSENTIAL FUNCTIONS

1. Operate cameras during our weekly live stream worship celebration and monitor live stream chat, while working with audio technician to make sure streaming output is of high quality.
2. On-site problem solving during a worship celebration, as needed.
3. Collecting assets for videos to be used in connection with the worship celebration, if needed, and subject to the approval of the Music Director and/or the Senior Minister;
4. Attend the weekly bulletin staff meeting (Usually Thursdays at 3 PM).
5. Have ability to use video editing software to produce videos appropriate for use in the live stream of the worship celebration, when needed, including announcements;
6. As needed and if requested, provide research and make recommendations regarding the best software technological solutions for the needs of the Church: examples might be researching communications/project management software, or which live stream platform would be best for FCC/LB;
7. Perform other duties as assigned by the Supervisor that are appropriate to the position.

**COMPETENCY** – it will be expected that the person in this position have the knowledge, skills and abilities expected for this position, such as:

- Interpersonal skills necessary for successful communication with staff, volunteers and other team members;
- Ability to edit text, videos quickly and accurately for fast turnaround to meet production demands;

- Quick problem-solving skills, and ability to stay calm in a “last minute” environment;
- An organized person with an eye for detail;
- Computer skills required, such as: video editing, audio mixing, word processing, spread sheets, and databases;
- Sensitivity to the unique mission to social justice of FCC/LB and the need for content that will represent FCC/LB appropriately;
- Experience with creating content and producing livestream on YouTube or other similar public platforms;
- Some flexibility in schedule to accommodate special projects and events.

**SUPERVISORY RESPONSIBILITIES – None**

**WORK ENVIRONMENT –** This job operates in a religious and professional office and church environment. This position expects the person to respect religious objects and practices of this church. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS -** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POSITION TYPE AND HOURS OF WORK –** This is a part-time hourly, non-exempt position. A weekly work schedule will be established in consultation with the supervisor. The weekly schedule is not to exceed the budgeted amount approved by the Church Council. Hours in excess of that must be approved by the Senior Minister. Some early evening hours (until 7:00 or 7:30pm) and Saturday, Sunday morning hours, may be required.

**BENEFITS –** Since this position is part-time and less than 30 hours weekly, benefits are not provided.

**PREFERRED EDUCATION AND EXPERIENCE –** High School diploma and 1-2 years practical experience. Extensive film and video experience and training highly desired.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**First Congregational Church/LB reserves the right to change the duties of the job description at any time.**

**It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status or other status as protected by city, state or federal law.**

Acknowledged by:

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Employee Name:

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Supervisor Name

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Signature:

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Signature:

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Date:

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Date: