

# **Livestream Production Manager – Job Description**

**Part time: Mostly Sundays; reports to Minister of Preaching**

## **Qualifications**

- Excellent interpersonal and communication skills; personable.
- Well organized, detail oriented.
- Familiarity with audio board technology and with remote video camera control equipment and software.
- Familiar with ProPresenter
- Availability for up to ten hours each Sunday, and availability for four holiday church services each year.
- Commitment to the Christian faith.

## **Responsibilities**

- 1) During the week before each upcoming worship service, prepare ProPresenter slides for that service, and load those slides on church computer for use during livestreams.
- 2) Before worship services, arrive at church one hour before scheduled start times.
  - a) For most of the year, the first Sunday morning service begins at 8:40 am, and there is a second morning serve at 11 am. During summers, each week's sole Sunday morning service begins at 10:00 am.
  - b) Throughout the year Sunday evening services begin at 6 pm. There are approximately six holiday weekends each year in which there is no evening service.
  - c) Four times each year (Maundy Thursday, Thanksgiving Day, Christmas Eve, New Years Eve), the church holds a midweek service. Midweek services begin at various times.
  - d) Manager may take up to eight Sundays off each year. Manager must be present for all holiday services.
- 3) Before each service, start up the church's video camera remote control equipment. As needed during summers, start up the chapel's audio and projection equipment.
- 4) Before each service, set up microphones as needed.
- 5) Before each service, confirm that Wirecast and YouTube are ready to livestream the service, and confirm that ProPresenter computer is properly set up to show word-slides on livestream screen.
- 6) During church services, supervise the livestream and audio volunteers. Oversee training of new volunteers.
- 7) After each Sunday's services, turn off the church's audio and video camera remote control equipment and livestream computers
- 8) Each Sunday after morning and evening church services, set up and assist as needed with microphones and presentation equipment used for church meetings.
- 9) Be personally available before and during Sunday church events to resolve technology difficulties to the extent possible. Communicate known problems with the church's audiovisual or livestream equipment to the church's AV and livestream equipment manager.
- 10) Once each month, ask audiovisual volunteers for their availability to serve at church services for the upcoming month. Develop and publish a schedule for volunteers.
- 11) Responsibilities for this position may grow, subject to future arrangements.