



## Responsibilities

The role includes but is not limited to the following

- Set up and set down for Sunday Services, ad-hoc services and mid-week events ensuring the dais area is clean and tidy and ready to be used
- Preparing the order of service in ProPresenter including adding songs, liturgy, and video
- Updating the pre and post service slides to include information about upcoming events and other relevant information
- Operation of the livestream during services to ensure a good audio and video mix
- Uploading and editing the livestream videos and managing the livestream library
  
- Creating, editing, and uploading podcast episodes
- Maintenance and organisation of AV equipment
- Updating ChurchSuite for rota changes and communicating with worship and AV teams
- Working with the office team and vergers to co-ordinate events as required
- Other ad-hoc duties as may be required from time to time

## Skills

- Familiarity with Microsoft Office
- Knowledge of ProPresenter or similar software
  
- Experience of video editing and production
- Ability to create and edit podcasts
- Able to learn how to use ChurchSuite application for rota management
- Working knowledge of AV equipment
- Basic knowledge of musical instruments

A 'week in the life' might look something like the following:

- Load Order of Service into ProPresenter (1hr)
- Set up AV for Sunday Services (2hr)
- Assist with livestream audio/video on Sunday (2hr)
- Edit and upload livestream video (1hr)
- Set down from Sunday Services (1hr)