

Media Operator Team Member Position Description

Position Title: Media Operator Team Member

Purpose: The media operator Team Member is responsible for the operation of the presentation software used for song and/or message slides during services.

- Champions the vision for and contributes to the success of this program
- Contributes to the operation of this program

Qualifications:

General Qualifications

- Committed and growing follower of Christ
- Person of moral integrity with stable and healthy personal life
- Communicates effectively
- Interacts well with people
- Regularly attends Grace Place church
- Team player

Specific Qualifications

- Well versed in various software programs used for slide creation (e.g., Adobe Photoshop, Microsoft Powerpoint), as well as the church's presentation software (Mediashout).
- Knowledgeable of the various types of media used during a service (i.e., graphics, video, animation, sound, etc.) and how to transition from one type of media to another
- Understanding of the general organization of the service elements (e.g., pre-service, worship, message).
- Ability to make last minute changes within the presentation software

Responsibilities:

- Reports to the Media and Visual Creation Team Leader.
- Assures that all slides as well as other elements are in correct order in Mediashout. This includes being available during worship rehearsals to make sure worship songs have been compiled correctly.
- Is familiar with the worship songs being performed by listening to the Worship Team CD prior to rehearsal.
- Is comfortable with last minute changes to the service order; as necessary, loads other types of media into Mediashout (videos, animations, etc.)
- Assures that all media with sound undergo a sound check prior to the start of service.
- Assures that all videos (internal to the presentation software and external) have been checked and functionality verified prior to the start of the service.
- Seeks opportunities to increase knowledge base for programs/applications used in this position.
- Seeks opportunities for leadership growth in this position

Authority:

- Can not obligate the church to a legally binding contract except in accordance with the Grace Place Financial Management Procedures

Accountability:

- Accountable to the Media and Visual Creation Team Leader for overall job performance.

Time Commitment Required: 7-8 hours per month

Duration of Position: 1 year

Training: to be provided as needed