



Job Title: Media & Broadcast Coordinator

Position Summary

The Media & Broadcast Coordinator oversees the technical production of worship services, ceremonies, and special events, while providing facility production support to outside organizations when needed. Reporting to the pastoral staff, the Coordinator assists the Worship Pastor in planning Sunday morning corporate worship services and collaborates on high-quality audio, video, and live-stream content.

Because a thriving production environment relies heavily on teamwork, the Coordinator actively recruits, trains, and manages teams of volunteers to execute weekly events. Additionally, this role is responsible for the hands-on maintenance, troubleshooting, and upgrading of all campus audio, video, lighting, and production software systems.

Key Responsibilities

Sunday Broadcast & Live Production:

- Lead the weekly Sunday Morning Worship Service livestream (08:30am - 12:30pm), midweek services, and special events.
- Manage live switching, camera angles, and technical directing to create a high-quality worship experience online and on campus.
- Monitor audio and video feeds in real-time to ensure broadcast quality standards are met.
- Manage operators who run presentation software for lyrics, sermon slides, announcements, and videos.
- Set up, test, and maintain audio/visual equipment before and after services.
- Troubleshoot technical issues quickly during live broadcasts.

Volunteer Leadership & Training:

- Recruit, schedule, coordinate, and equip the volunteer tech team to achieve a high-quality worship experience.
- Implement a structured onboarding process (Shadowing, Co-Piloting, and Solo operating with support) to safely train volunteers across varying technical skill levels.
- Develop and maintain clear, visual Standard Operating Procedures (SOPs) and quick-reference troubleshooting guides at all tech stations.
- Foster an encouraging, ministry-focused culture among the tech team that prioritizes growth and grace.

Post-Production & Asset Management:

- Record services and edit media for online platforms (YouTube, church website, social media).
- Edit recorded services and events for archival use, social media reels, and sermon highlights in coordination with the Communications Director.
- Organize, back up, and maintain digital media assets to ensure archival safety.

Systems Maintenance & Collaboration:

- Maintain all Audio/Visual systems; responsible for the upkeep, routine maintenance, network stability, and clean storage of all production equipment.
- Coordinate with the Worship Pastor and other ministry leaders to meet the specific technical needs for their ministry events, band rehearsals, weddings, or funerals.
- Collaborate with pastors, worship leaders, and communications teams to support overall service flow.
- Attend weekly staff meetings.
- Handle any other tasks assigned by the Worship Pastor and Lead Pastor.

Qualifications

- Must be a professing Christian (follower of Christ). A degree in Ministry, Worship Ministry, TV Broadcast, or a technical degree is preferred.
- Strong working knowledge of Blackmagic Design infrastructure (e.g., ATEM switchers, Smart Videohub routers, and camera control systems) and audio/video signal flow.
- Must be an excellent live audio engineer; working experience is preferred.
- Ability to remain calm and troubleshoot technical "glitches" in a live environment.
- A willingness to work closely with the Worship Pastor and lead/train volunteers.
- Strong attention to detail and ability to multitask in live environments.
- Team-oriented mindset with good communication skills.
- Willingness to serve in a ministry-focused environment.

Preferred Skills (Not Required)

- Experience in church production or live worship environments.
- Previous experience in broadcast production or television.
- Knowledge of lighting systems and stage production.
- Familiarity with production tools such as digital soundboards, cameras, and presentation software (e.g., ProPresenter, OBS, or similar).
- Basic video editing skills (e.g., Adobe Premiere, Final Cut Pro, or similar).
- Graphic design or motion graphics experience.

Physical Requirements

80% of time is spent sitting, writing, typing data, and functioning at the assigned workstation. 20% of time is spent standing, stooping, stretching, kneeling, and handling workplace material and equipment, with occasional lifting of up to 50 pounds.

Work Environment & Schedule

- **Status:** Part-time (Approx. 18–22 hours per week).
- **Location:** First Baptist Church Lawton (Lawton, Oklahoma / Ft. Sill).
- **Sundays (Required):** 08:30 am - 12:30 pm.
- **Office Hours:** At least 3 days per week (to be scheduled in coordination with the Worship Pastor).
- **Special Events & Funerals:** Provide full technical support (audio, video, and

livestreaming) for funerals, weddings, and conferences. Must maintain a flexible schedule to accommodate these events, which may occur on weekdays or Saturdays.

- *Note on Flex Time:* Hours worked for special events or funerals will be used to reduce required weekday office hours within the same week to maintain the 18–22 hour target. If seasonal event demands exceed the standard part-time cap, hours must be pre-approved by the Worship Pastor and will be tracked and compensated as overtime.

Spiritual Expectations

- A commitment to supporting the mission and values of the church
- Willingness to serve as part of a ministry team and contribute to a worship-focused environment
- A champion of building and equipping volunteer teams to serve in teams with excellence. Is a strong communicator and excels in building strong relationships. This person needs to be able to create goals for their team to meet and provide an attainable roadmap for how to achieve that goal. This person must also possess high-level skills in all relevant areas.

Organization: First Baptist Church Lawton

Reports To: Worship Pastor (Primary Supervisor)

Directly supports daily operations and service planning under the Worship Pastor, while providing direct media and strategic project support to the Lead Pastor as required.