



Media Assistant

Reports To: Director of Worship, Music & Arts

8-10 hours weekly, including weekend Worship times

Hourly Pay range is \$18.00- \$20.00 per hour

Position Summary:

To provide hands-on support in the execution of technology, sound, video, and lighting across the ministries of Knox Presbyterian Church. The Media Assistant works under the direction of the Media Producer to ensure a high-quality technical experience for all worshipers.

Key Duties & Responsibilities:

- Service Execution: Assist in running audio boards and managing lighting rigs during Sunday mornings and special services, such as Christmas Eve and Holy Week.
- The Media Assistant will lead production efforts when the Media Producer is not available
- Technical Support: Help maintain and troubleshoot hardware and software, including ProPresenter and iMac systems.
- Production Assistance: Support the recording and livestreaming of worship services for the church website and YouTube channel.
- Setup & Maintenance: Assist with mic-ing, routing, and equipment setup for various church ministries, including Children's Ministry and Adult Education.
- Event Support: Provide technical assistance for special events as needed, such as weddings and funerals.
- Teamwork: Work alongside AV volunteers to maintain a consistent technology experience throughout the building.

Knowledge, Skills & Abilities:

- Faith: A personal relationship with Jesus Christ and a passion for ministry.
- Technical Aptitude: Familiarity with or an eagerness to learn creative worship software (ProPresenter, Planning Center, etc.).
- A/V Skills: Basic understanding of audio and visual technical systems.
- Collaboration: Strong communication skills and the ability to work effectively within a team.
- Problem Solving: Ability to assist in troubleshooting technical issues as they arise.

Experience:

Entry-Level Encouraged. While a background in videography or A/V production is beneficial, a strong willingness to be trained in a ministry environment is prioritized.

Physical Requirements:

Ability to exert up to 25 pounds of force to move equipment and occasionally climb short ladders.

Work Environment:

Ability to work in small spaces with various cables and equipment.

Benefits: This position qualifies to participate in a 403(b) retirement savings plan (contributed solely by employee), other benefits are not offered for this part time position.

Additional Requirements:

Ability to pass pre-employment background screening in accordance with Knox Presbyterian Church policies.