



## Media Assistant

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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.

Interested applicants should send resume and cover letter to [employment@knoxpres.org](mailto:employment@knoxpres.org)

**Additional Requirements:**

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