

**Job Title:** Live Video Director  
**Oversight:** Lead Production Director  
**Job Class:** Full-time Salary Employee

The Live Video Coordinator is a full-time position and is based at the South Campus. This job will be under the oversight of the Lead Production Director. This position will support the vision, mission and guiding principles of Church on the Rock by assisting with and coordinating all components of production.

This position must personally and professionally commit to the mission and leadership of Church on the Rock and to faithfully strive to fulfill the vision of connecting all people to the truth of the one God who has the power to change the world.

**Job Duties and Responsibilities:**

- Oversee all technical operations for Sunday services and special events, coordination with volunteers and staff to ensure a seamless and engaging experience. Manage video and streaming elements to enhance the worship service for both in-person and online attendees.
- ProPresenter preparations for all campuses for Sunday services and extra events.
- Calibrate camera settings for set recordings, events, and Sunday services.
- Prep sets for recording by staging cameras and calibrating for recordings.
- Encode and store all recorded services into DropBox for service backup and review.
- Manage the scheduling of all streamed events for services and extra events.
- Communicate with other departments for ProPresenter needs and file uploads for Sunday service and extra events.
- Maintain all LED wall and projector maintenance.
- Equipment management of all cameras, lighting, and computer accessories.
- Run video line for signal and monitor display.
- Keep all ProPresenter and computer files cleaned and organized.
- Occasionally filling in for volunteer positions when short for services and extra events.
- Work closely with other members of the tech team to identify and explore opportunities for greater impact
- This is a full-time, up to 40 hours per week, + flexibility position
- Help with other creative projects as assigned by the Creative Director.
- After hours and weekends may be necessary

**General Skills, Qualifications, and Physical Requirements:**

- Team player, exhibit a positive attitude and willingness to help COTR staff and members
- Excellent organizations and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Knowledge of how to trouble shoot and repair SDI cables and signal for services and extra events.
- Ability to sit or stand for long periods of time
- The employee must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.

**As an employee of COTR, you are expected to:**

- Maintain a strong personal relationship with God
- Use integrity while off campus; your integrity is a reflection of the church
- Be an active member of COTR by attending and supporting the weekend church services
- Commit to the 4 Cultural Values of COTR
- Commit to the overall vision of the church
- Possess the ability to self-motivate and manage time well; being proficient in meeting deadlines/timelines
- Request and communicate to your oversight times that you must be out of the office (vacation and sick days)
- Commit to be a resource to each ministry within the church as needed
- Be in the office on time and ready to work and until your work day is completed