

Lead Multimedia Technician

Principal Function: With direction from the Worship Pastor, the Lead Multimedia Technician shall provide full-spectrum (audio and video) multimedia operational support for all church ministries and church events.

This position requires work on Sunday; requires a minimum of 15 hours a week, scheduled weekly with Worship Pastor.

This position will also require some weekend and evening work to support various events and functions.

Responsibilities:

GENERAL

- Establish and foster exemplary relationships with church staff, volunteers, and members
- Model Belle Aire Baptist Church (BABC) mission to glorify God by loving Jesus, sharing the gospel, and making disciples
- Demonstrates a deep commitment to Christ and the ministry of the church
- Attend Sunday morning worship services, church-wide special events and meetings, as needed

PRODUCTION MANAGEMENT

- a. Lead, coordinate, and facilitate Sunday morning worship gathering production plans and teams
- b. Responsible for setup of stage and AV equipment prior to Sunday morning worship gathering
 - a. *Setup includes microphones, speakers, video screening, projectors, video/audio monitors, recording equipment, sound board, mixing board, wires, cables, choir mics and monitors, etc. as needed to ensure a stress-free Sunday morning gathering.*
- c. Operate, and or manage volunteers who operate sound, video, and lighting systems during service or church wide events
 - a. Ensure that all required tech is working and available for use in the Sunday morning worship gathering
 - b. Ensure that all required tech is set up for Sunday's with *Discover Belle Aire, Membership Class, Family Milestones, etc.*
- d. Create multitrack and lighting sets; create/import all presentation materials for Sunday morning worship service
 - a. Ensure that video streaming system is ready to broadcast Sunday service
- e. Monitor and maintain all audio/visual equipment; recommend upgrades and maintenance to maximize performance and utilization of ministry resources
- f. Meet weekly with Worship Pastor for complete and comprehensive walkthrough of the upcoming Sunday morning worship gathering
- g. Work with ministry staff to ensure all tech needs are taken care of and setup for Wednesday night events (Children, Students, College, Adult).
- h. Lead/assist in all tech installs of AV equipment on church campus, as needed
- i. Responsible for setup of and operation of, and or securing an approved Belle Aire Media Tech to operate all AV systems needed for Belle Aire ministry events
 - a. Events include, but not limited to: *Women's Ministry Events, Trunk or Treat, Belle Aire Loves the Boro events, Preschool Ministry programs, VBS, etc.*
- j. Other duties as assigned

MEDIA PUBLICATIONS

- a. Provide creative input to all design content and production of all church-wide media publication (digital and print)
- b. Capture/edit and create any additional content for digital and print publication.
- c. Create online version sermon for website, podcast, and content for social media platforms
- d. Ensure compliance with copyright laws

QUALIFICATIONS

- a. A born-again believer in Jesus Christ
- b. Demonstrates a vital and growing relationship with Jesus Christ
- c. Adheres to the Belle Aire Baptist Church Articles of Faith
- d. Minimum 3 years experience in church multimedia ministry, *preferred*/or similar multimedia work experience

Status: Part-time, hourly, nonexempt

Supervises: Multimedia Technicians

Reports to: Worship Pastor