

Unitarian Universalist Church of Kent
Technology Manager Job Description

January 14, 2022

The Technology Manager will provide technical production support for multi-platform (online and in-person) worship services, events, and rentals, for the Unitarian Universalist Church of Kent.

Schedule is an anticipated minimum of 4 hours on Sunday morning (expected hours 8:30 am-12:30 pm) at the church (these hours are mandatory) with an additional 3 hours of other tasks, for a total of 7 hours per week year-round. This is a non-exempt, part time position.

This position reports to and is under the direct supervision of the Congregational Administrator.

JOB FUNCTIONS:

1. Manages A/V equipment throughout the campus, including sound mixing equipment, microphones, projectors, speakers, video cameras, TVs, and broadcast computer equipment.
 - a. Provides budget estimates for capital improvements, licensing needs, other costs associated with managing technical production. Alerts church office if major repairs are needed.
2. Provides in person support each Sunday at the church to coordinate the set-up, operation, and maintenance of equipment used to enhance live worship services, congregational meetings, (as well as other events and rites of passage as they arise). Troubleshoots technical problems as they arise through the Zoom broadcast of worship service; reacts quickly in the high-stress live environment. Provides or coordinates:
 - a. Tech service rehearsals with worship leaders, to the extent this is necessary
 - b. Service slides and the necessary audio and video content
 - c. Recording of Sunday services, including editing content in accordance with congregational policies
 - d. Live broadcasting of the service including setting up webcams, mics, lighting, camera directions
3. Trains and manages volunteers supporting church A/V systems.
4. Develops and maintains procedures for technical production, including researching continuous improvement on current practices by networking with other congregations, tech forums and advancements in multi-platform technology.
5. Organizes and coordinates with others to ensure successful multi-platform services/events, such as worship team, networking support, sound, production team, etc.
6. Works with Campus Use Manager for prospective and confirmed rentals, to coordinate A/V needs for our associated rooms/spaces. (Support of additional events/rentals is outside of job requirements, but may be provided for additional compensation.)

REQUIRED QUALIFICATIONS:

7. Ability to read and write English in an understandable manner
8. Have a mobile phone capable of texting and reliable transportation to the church
9. Must be over the age of 18
10. Be qualified to work in the United States
11. Dependability and punctuality are essential.
12. Demonstrated proficiency with Zoom, audio/video/graphic editing software, multimedia production including Microsoft and Google suites, streaming coordination software like OBS Studio.
13. Experience and proven success operating the following equipment: multi-channel sound board, assisted listening systems, local rebroadcast system, modular sound equipment, and interfacing with guest systems.
14. Ability to work in Windows required; Mac OS desirable.
15. Ability to troubleshoot A/V equipment.
16. Strong interpersonal and communication skills and the ability to interact with UUCK volunteers, guests and staff, often under deadline pressure.
17. Ability to prioritize work assignments.
18. Understanding of organizational values and ability to work in support of essential UUCK values, including being a welcoming congregation, a peace site and eco-friendly.

Pay: \$20-22.50 per hour, commensurate with experience.

 Event Tech Checklist