



South Roanoke

United Methodist Church

2330 South Jefferson Street, Roanoke, VA. 24014

Church Phone (540)344-4437

FAX (540) 345-8041 www.srumc.com

Multimedia Technical Associate

Hours and Days of Work: This position is a part-time, non-exempt, position that will work a flexible schedule around 5 hours per week – primarily on-site presence for Sunday morning worship (approx. 9 – 11:30 am) is required. Additional on-site presence may be required as church events and programs necessitate.

Compensation: To be determined and commensurate with the candidate's experience and qualifications. Work schedule to be determined.

OVERVIEW:

The **Multimedia Technical Associate** supports the communications ministry at South Roanoke United Methodist Church (SRUMC). As part of the staff team, the Multimedia Technical Associate will be responsible for generating the online Sunday morning worship service & the associated powerpoint display for the congregation; will create video and media content for in-person and online worship; and generate photography and video content to be used on SRUMC's web site, marketing, and social media platforms.

SKILLS NEEDED:

- **Creativity:** Display creativity and resourcefulness in production of video and social media content.
- **Editing Abilities:** Demonstrate an ability to compile footage and graphic elements to produce appealing and engaging videos and social media content.
- **Interpersonal Skills:** Communicate and interact positively and cooperatively with staff, team members, and volunteers, and respond well to constructive feedback.

RESPONSIBILITIES:

- Responsible for all aspects of technical production for in-person and online worship on Sunday mornings (i.e., audio, video, lighting, media, & powerpoint display).
- Participate in the life and ministry of the church.
- Direct and manage live streaming and live social media events and platforms.
- Shoot and edit videos for use in worship services, special events, promotions, and devotionals, and publish to applicable web-based mediums.

- Maintain an organized digital media library of useable footage, photography, and complete projects.
- Stay up-to-date with current trends in social media, design tools, and applications.

TECHNICAL RESPONSIBILITIES:

- **Audio Assistance:**
 - Operating the X32 Compact digital mixing console.
 - Basic audio concepts and techniques.
 - Manage microphone levels and cable routing.
- **Video Assistance:**
 - Operate the Blackmagic Design panel.
 - Basic video production principles and camera techniques.
 - Camera setups and operation.
- **Equipment Maintenance:**
 - Setup and breakdown of audio and video equipment.
 - Basic equipment maintenance procedures.
- **Team Collaboration:**
 - Work closely with the worship team and production team to support the overall vision

QUALITIES AND QUALIFICATIONS:

- A love for Jesus Christ and people.
- Strong, positive experiences in the Christian church.
- Possess qualities of both a team player and a team leader.
- Must possess professional maturity, good communication skills, self-motivation, and attentiveness to details.
- Able to adapt to last minute changes and needs in the church and community.
- Effectively organize, prioritize, and lead multiple projects.
- Hands-on experience with web-based and digital technologies.
- Experience with audio or video equipment (e.g., home stereo systems, video cameras).
- Basic computer skills and knowledge of video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Preferable to show a portfolio of work (professional or personal) that demonstrates technical skills and creative abilities in the area of sound, lighting, video production, and social media content creation. This includes composition, editing, production, direction, etc. of videos.
- Prior experience working with volunteers is a plus.

HOW TO APPLY:

To apply, send an email with your resume and a cover letter to kathy@srumc.com with “Multimedia Technical Associate” in the subject line.

***As Christ cares, we care...** We care about all people.
 We care about worship... We care about learning.
 We care about service... We care about You.
 We are a community of Faith growing in God's Grace.*