

Position: Tech Assistant

Location: First United Methodist Church | Williamsport, PA

Position: Part-time (up to 20 hours per week)

Purpose

The purpose of the Technical Assistant is to support First Church in areas related to technology, communication, and video production.

Primary Responsibilities

- 1) Assist with creation of videos through filming or editing as needed
- 2) Assist with installs, repairs, and upgrades of technical equipment as needed
- 3) Serve as tech point, media operator, or audio operator for worship, including Sanctuary Worship services and special services, as scheduled by the Creative Director
- 4) Prepare for worship and provide technical expertise as needed (Tasks may include assembling screen visuals and setting up any necessary tech for upcoming worship services)
- 5) Work with volunteers at Sanctuary worship services and various ministry events
- 6) Perform other tasks as assigned by Creative Director

Details

- 1) Supervisor is the Creative Director
- 2) Position benefits, procedures, etc. to be done in accordance with the Church's Policy and Procedures Manual (Manual to be reviewed with verification signed and returned to the Lead Pastor)
- 3) All Safe Sanctuary Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received
- 4) Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis
- 5) All job descriptions are subject to change

Qualifications

- Knowledge of video production, lighting, sound, and live-stream
- Skilled in writing, storytelling, and communication (both written and verbal)
- Experience with Adobe Creative Cloud Tools is preferred
- Organized and able to handle multiple projects at once
- Collaborate in team settings for various projects and events

