



BE TRANSFORMED | SEA TRANSFORMADO

Sunday Livestream Manager

Hours of Work:

- 6 hours on Sunday Mornings arriving by 8:15am and staying on-site until 2:15pm
- 2 hours coordination/process improvement weekly
- Willingness to consider Special Services when available (funerals, holiday services etc.) at a rate of \$14.50 an hour
- Up to 6 Sundays a year can be absent with provisions made

Compensation: \$116 per week

Location of Work: Epworth United Methodist Church – Gaithersburg, MD – www.epworthunited.org

- THE VISION OF EUMC: “To be a church of the community that invites, connects, disciples, and sends out people for Jesus Christ as the Holy Spirit transforms hearts, lives, and communities.
- Selection based on recommendation, ministry participation, commitment and maturity and compatibility with the ministry team as discerned by the staff.

Purpose:

Set up, or set up and operate video equipment including video live stream operation and maintenance, training and scheduling of volunteer video staff Direct volunteer servants in operating video screens, projectors, and video monitors. This can include, connecting wires and cables and related electronic equipment for worship services. Work with Clp Audio for Sound Tech, as a development partner of the video department.

Reporting To: Worship Director

POSITION REQUIREMENTS:

Preferred Experience:

- Comfort, ease, and quick learning in applications and software.
- Organizational experience in using the following social media platforms: Facebook, Instagram, YouTube
- Ability to manage details, remains calm under pressure, and produce quality product for those worshipping.
- Able to trouble shoot and respond to issues as they arise

Required Experience:

- Previous technology experience is preferred.

- Proficient in or Quick to learn MS Office Suite (Outlook, Word, PPT, Excel) and G-suite (Google Docs, Drive, Sheets, etc.) ZOOM, Pro Presenter, Facebook Live, YouTube, Dropbox, OBX, Microsoft 365
- Able to work with volunteers, paid staff, manage individuals unfamiliar with technology, and provide leadership to those older than themselves.
- On-time, competent, dependable, problem solver.
- Committed to the ministry of Epworth.

Ideal candidate is:

- A team-player
- Independent learner
- Self-motivated
- Detail-oriented

Tasks:

- Arrive before others to set up sanctuary
- Oversee servant volunteers using zoom, projection, camera
- Work directly with Epworth Sound Tech, Clp Audio, JR Everhart
- Ensure that Livestream is working.
- Ensure that recordings are uploaded to drop box.
- Team building and training of volunteer staff
- Provide direction for future enhancements working with Clp Audio. Enhancements could include the development of a PTZ camera system. These are remote controlled cameras that should be put into place all around the room and stage. This could greatly increase the live stream service experience.

Knowledge To be Gained from this Job:

- Purpose-driven, ministry work
- Accountability & mentoring
- Customer service & communication skills – Exposure to sound, camera ministry
- Time & project management
- Working with a team of dynamic individuals
- Cultural awareness

Additionally recommended skills:

Knowledge

- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Communications and Media** - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Telecommunications** - Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Basic Skills

- **Active Learning**- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking**- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies**- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics** - Using mathematics to solve problems.
- **Monitoring**- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension**- Understanding written sentences and paragraphs in work related documents.
- **Science** - Using scientific rules and methods to solve problems.
- **Speaking**- Talking to others to convey information effectively.
- **Writing**- Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination**- Adjusting actions in relation to others' actions.
- **Instructing**- Teaching others how to do something.
- **Negotiation**- Bringing others together and trying to reconcile differences.
- **Persuasion**- Persuading others to change their minds or behavior.
- **Service Orientation**- Actively looking for ways to help people.
- **Social Perceptiveness**- Being aware of others' reactions and understanding why they react as they do.

Complex Problem-Solving Skills

- **Complex Problem Solving**- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection**- Determining the kind of tools and equipment needed to do a job.
- **Installation** - Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation and Control**- Controlling operations of equipment or systems.
- **Operation Monitoring**- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operations Analysis** - Analyzing needs and product requirements to create a design.

- **Programming** - Writing computer programs for various purposes.
- **Quality Control Analysis**- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Technology Design** - Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting**- Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Judgment and Decision Making**- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis**- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation**- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.