



Multi-Media Facilitator

REPORTS TO: Director of Communications, Marketing and Media

POSITION PURPOSE/SCHEDULE: To assist FIBC in providing quality audio/visual and media support for both the physical and virtual campus. The position is part-time, with the maximum number of 15 hours per week.

DUTIES AND RESPONSIBILITIES:

On Campus:

- Serve as the lead member of the Multi-Media Ministry and provide support.
- Maintain and track equipment use and check-out. Tasks include supply ordering, sermon archive management and CD/DVD duplication.
- Participate in the planning and execution of special media projects.

Virtual:

- Responsible for providing chat room support during live events.
- Responsible for pre-production and recording.
- Responsible for assisting in project research.
- Operate multi-media systems including Livestream Studio.

Administrative:

- Schedule Multi-Media Ministry volunteers for service opportunities.
- Assist in service and event planning, providing recommendations based on event needs.
- Assist in recruiting and training Multi-Media Ministry volunteers.
- Provide recommendations and research on possible audio/visual upgrades and enhancements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Independent, self-starter, with a Christ-like attitude.
- Good communication skills.
- Must be flexible with hours/days scheduled.
- Knowledgeable of multi-media equipment, software and other technologies (i.e. Easy Worship, Live Stream Studio and Producer, iLive Allen & Heath, camera equipment, etc.).
- Experience using Microsoft Office Suite, Zoom, GroupMe, Adobe Creative Cloud and other web-based applications.
- Able to lift up to 50-pounds on level ground and climb ladders.

EDUCATION AND EXPERIENCE: High School graduate or higher, with some professional/educational experience in audio/visual technologies and equipment, certifications or equivalent.